


TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

TENDER NO: 9S/2026/27**TENDER DESCRIPTION: PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES.****CONTRACT PERIOD: FROM DATE OF COMMENCEMENT TO 30 JUNE 2030****CLOSING DATE** 12 August 2026**CLOSING TIME** 10:00 am**TENDER BOX NUMBER** 244**TENDER FEE** R200

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")	
TRADING AS (if different from above)	
Registration number of Tenderer	
Physical address and chosen domicilium citandi et executandi of Tenderer	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:	
SIGNATURES OF CCT OFFICIALS AT TENDER OPENING	
1	
2	
3	

TABLE OF CONTENTS

THE TENDER.....	3
T.1 GENERAL TENDER INFORMATION	3
T.2 CONDITIONS OF TENDER	4
2.1 General.....	4
2.2 Tenderer's obligations	8
2.3 The CCT's undertakings.....	22
THE CONTRACT	29
C.1 DETAILS OF TENDERER/SUPPLIER	30
C.2 FORM OF OFFER AND ACCEPTANCE	31
C.2.1 OFFER (TO BE COMPLETED BY THE TENDERER AS PART OF TENDER SUBMISSION).....	31
C.2.2 ACCEPTANCE (TO BE COMPLETED BY THE CCT)	32
C.2.3 SCHEDULE OF DEVIATIONS (TO BE COMPLETED BY THE CCT UPON ACCEPTANCE)	33
C.2.4 CONFIRMATION OF RECEIPT (TO BE COMPLETED BY SUPPLIER UPON ACCEPTANCE).....	34
C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT	35
C.4 PRICE SCHEDULE	33
C.5 SPECIFICATION(S).....	60
C.6 SPECIAL CONDITIONS OF CONTRACT	165
C.7 GENERAL CONDITIONS OF CONTRACT	184
C.8 ANNEXURES	194
ANNEXURE A – PRO FORMA INSURANCE BROKER'S WARRANTY	194
ANNEXURE B – MONTHLY PROJECT LABOUR REPORT	195
ANNEXURE C - PRO FORMA PERFORMANCE SECURITY/ GUARANTEE	197
ANNEXURE D - PRO FORMA ADVANCE PAYMENT GUARANTEE	198
ANNEXURE F - TENDER RETURNABLE DOCUMENTS.....	203
<i>Schedule F.1: Contract Price Adjustment</i>	<i>208</i>
<i>Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums</i>	<i>209</i>
<i>Schedule F.3: Declaration for Procurement above R10 million</i>	<i>210</i>
<i>Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022</i>	<i>211</i>
<i>Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended).....</i>	<i>220</i>
<i>Schedule F.6: Conflict of Interest Declaration</i>	<i>222</i>
<i>Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)</i>	<i>223</i>
<i>Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT</i>	<i>225</i>
<i>Schedule F.9: Certificate of Independent Tender Determination</i>	<i>226</i>
<i>Schedule F.10: Proposed Deviations And Qualifications By Tenderer</i>	<i>227</i>
<i>Schedule F.11: List of Other Documents Attached By Tenderer.....</i>	<i>228</i>
<i>Schedule F.12: Record of Addenda to Tender Documents</i>	<i>229</i>
<i>Schedule F.13: Information to Be Provided With the Tender.....</i>	<i>230</i>
<i>Schedule F.14: Appeal Application.....</i>	<i>240</i>

THE TENDER

T.1 GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	03 July 2026
SITE VISIT/CLARIFICATION MEETING	:	Time: 10:00 am on Date: 15 July 2026 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	via Microsoft Teams Join: https://teams.microsoft.com/meet/344970895832844?p=pHqmZ5PATwfiUHV65N Meeting ID: 344 970 895 832 844 Passcode: ns3k9jm2
TENDER BOX & ADDRESS	:	Tender Box as per front cover at the Tender & Quotation Boxes Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town. : The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement " TENDER NO. 9S/2026/27: - TENDER DESCRIPTION: PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES ", the tender box number, and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
CCT TENDER REPRESENTATIVE	:	Email: SCM.Tenders21@capetown.gov.za
AND		
SCM ENQUIRIES	:	Email: IST.TACSEnquiries@capetown.gov.za
ELECTRONIC SCHEDULE OF RATES	:	Tenderers are to refer to clause 2.2.12 – Submitting a tender offer for further information.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS "OR EQUIVALENT"

T.2 CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (hereafter referred to as the "CCT") and each tenderer submitting a tender offer (hereinafter referred to as the "tenderer" or the "supplier") shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these "Conditions of Tender"). The tenderer and the CCT shall collectively hereinafter be referred to as the "Parties" and individually a "Party"). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

The Parties agree that this tender Tender Document Goods and Services (hereinafter referred to as the "Tender" / "Tender Document"), its evaluation and acceptance and any resulting contract shall also be subject to the CCT's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the "Contract"), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT's website.

Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the the Contract and/or this tender and/or any applicable laws .

2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

2.1.2.1 The additional requirements contained in Annexure F to the contract (hereinafter referred to as the "returnable documents" / "Returnable Schedules") are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable Documents which are required for CCT's tender evaluation purposes herein, shall form part of the Contract arising from the CCT's corresponding invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

2.1.4 The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the corresponding tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

1. due to changed circumstances, there is no longer a need for the services, works or goods requested; or
2. funds are no longer available to cover the total envisaged expenditure; or
3. no acceptable tenders are received;
4. there is a material irregularity in the tender process; or
5. the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

Unless otherwise stated in the Conditions of Tender, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points per Category.

The CCT intends to appoint five (5) tenderers (the highest ranked tenderer ("the winner") and in addition four (4) "alternative tenderers") for the allocation of work for each Category as indicated below. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Tenderers may submit an offer for any one or more categories. Tenderers are to clearly indicate for which categories they are tendering for in returnable schedule F.13 – CATEGORY SELECTION

CATEGORY	DESCRIPTION
Category A	Business Applications (BA)
Category B	Distributed Computing (DC)
Category C	ERP Support Centre (ESC)
Category D	Geographical Information Systems (GIS)
Category E1	Infrastructure and Applications
Category E2	Fixed Networks and Monitoring Services
Category F	Telecommunications
Category G	Cyber Security

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a "winner-takes-all" basis, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the next highest ranked tenderer from the alternative tenderers).

The contract period shall be from Date of Commencement up to 30 June 2030.

2.1.5.2 Proposal procedure using the two stage-system

Not Applicable

2.1.5.3 Nomination of Standby Bidder

"Standby Bidder" means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CCT, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
- i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

- 2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:
The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via email at: MSA.Appeals@capetown.gov.za

- 2.1.6.5 All requests referring to clause 2.1.6.3 must be submitted in writing to:
The City Manager - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms "data subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-contractors may, from time to time, Process the tenderer's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to:
The City Manager - C/o the Information Officer, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X9181, Cape Town, 8000
Via email at: Popia@capetown.gov.za

2.1.6.7 Compliance to the CCTs Appeals Policy.

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.14: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account: CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as $\frac{1}{2}$ (Administrative cost of the tender appeal) + 0.25 % (Appellant's tender price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting

Not Applicable

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive for the respective Category tendered for.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process.

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the

joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

Applicable to Category A

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementating labour resources for clients RELEVANT TO CATEGORY A.</p> <p>Please complete returnable schedule F13A in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY A within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13A in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY A within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13A in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category A. Tenderers are to refer to C.5 Specifications – Category A as a reference of the resources/core skills required for this Category
- Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category A is **33** out of a maximum of **50**.

Applicable to Category B

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementing labour resources for clients RELEVANT TO CATEGORY B.</p> <p>Please complete returnable schedule F13B in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY B within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13B in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY B within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13B in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category B. Tenderers are to refer to C.5 Specifications – Category B as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category B is **33** out of a maximum of **50**.

Applicable to Category C

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementing labour resources for clients RELEVANT TO CATEGORY C</p> <p>Please complete returnable schedule F13C in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY C within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13C in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY C within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13C in full and provide contactable references for verification purposes.</p>	Below 50 suitable placements	0 points	25
		50 - 59 placements	6 points	
		60 - 69 placements	12 points	
		70 - 79 placements	18 points	
		80 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category C. Tenderers are to refer to C.5 Specifications – Category C as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category C is **33** out of a maximum of **50**.

Applicable to Category D

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementating labour resources for clients RELEVANT TO CATEGORY D</p> <p>Please complete returnable schedule F13D in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY D within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13D in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY D within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13D in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category D. Tenderers are to refer to C.5 Specifications – Category D as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category D is **33** out of a maximum of **50**.

Applicable to Category E1

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementing labour resources for clients RELEVANT TO CATEGORY E1</p> <p>Please complete returnable schedule F13E1 in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY E1 within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13E1 in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY E1 within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13E1 in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category E1. Tenderers are to refer to C.5 Specifications – Category E1 as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category E1 is **33** out of a maximum of **50**.

Applicable to Category E2

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementing labour resources for clients RELEVANT TO CATEGORY E2</p> <p>Please complete returnable schedule F13E2 in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY E2 within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13E2 in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY E2 within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13E2 in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category E2. Tenderers are to refer to C.5 Specifications – Category E2 as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category E2 is **33** out of a maximum of **50**.

Applicable to Category F

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementing labour resources for clients RELEVANT TO CATEGORY F</p> <p>Please complete returnable schedule F13F in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY F within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13F in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY F within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13F in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category F. Tenderers are to refer to C.5 Specifications – Category F as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category F is **33** out of a maximum of **50**.

Applicable to Category G

Criteria	Description	Applicable Criteria	Applicable Points	Maximum Points
1	<p>Company Experience</p> <p>Indicate the years of experience the tendering entity has in sourcing and implementing labour resources for clients RELEVANT TO CATEGORY G</p> <p>Please complete returnable schedule F13G in full and provide contact details for verification purposes.</p>	No experience	0 points	15
		1 or more years but less than 3	5 points	
		3 or more years but less than 6	10 points	
		6 or more years	15 points	
2	<p>Number of Clients/Companies</p> <p>Tenderers are to indicate the number of clients/companies they have rendered service to RELEVANT TO CATEGORY G within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13G in full and provide contactable references for verification purposes.</p>	No clients	0 points	10
		1 – 2 clients	4 points	
		3 – 4 clients	7 points	
		5 or more clients	10 points	
3	<p>Number of Placements</p> <p>Tenderers are to indicate the number of placements that the tendering entity has successfully implemented RELEVANT TO CATEGORY G within the last 6 years (from tender closing).</p> <p>Please complete returnable schedule F13G in full and provide contactable references for verification purposes.</p>	0 suitable placements	0 points	25
		1 – 2 placements	6 points	
		3 - 4 placements	12 points	
		5 – 6 placements	18 points	
		7 or more placements	25 points	

- Tenderers are to note that each of the Criteria above must correlate specifically to Category G. Tenderers are to refer to C.5 Specifications – Category G as a reference of the resources/core skills required for this Category
- **Criteria 1** – Tenderers are to note that experience within the same date range will not be added as a cumulative total.
- It is the tenderers responsibility to ensure that evidence and detailed descriptions are provided for within the returnable schedule in order to be considered for evaluation.
- Tenderers are to note that instances where references cannot be verified by the BEC, will result in points not being allocated for the specific reference.

The minimum qualifying score for functionality for Category G is **33** out of a maximum of **50**.

2.2.1.1.7 Provision of samples

Only those tenders submitted by tenderers who provided acceptable samples as stated in the Tender Specifications will be declared responsive.

2.2.2 Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5 Reference documents

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

2.2.6 Acknowledge and comply with notices

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

2.2.7 Clarification meeting

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Tenderers should be represented at the site visit/clarification meeting by a duly authorised person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8 Seek clarification

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

2.2.9 Pricing the tender offer

2.2.9.1 The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11 Alternative tender offers

2.2.11.1 Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

2.2.11.2 Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

2.2.12.1 The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.

2.2.12.2 The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

- This tender will make use of an E-Schedule (electronic schedule) of rates to supplement their tender submission.
- Please note that the use of an electronic schedule is not compulsory. .
- The E-Schedule will be provided in the form of a Notice to tenderers in which tenderers can download the excel schedule of rates for completion.
- The completed schedule of rates is to be included with the tender submission on a USB flashdrive
- Tenderers are to note that a **completed hard copy of the tender document, inclusive of a fully completed C4 – Pricing schedule must still be submitted.** (Email submissions will not be accepted)
- In the event of any misalignment that occurs between the completed C4. Pricing Schedule within the tender document and that of the E-Schedule provided; the hard copy submission will take precedence.

2.2.12.3 The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender.

The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding

document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

2.2.12.4 Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.

2.2.12.5 The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.6 The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.7 Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.

2.2.12.8 By signing the offer part of the Form of Offer (**Section 5, Part A hereto**) the tenderer warrants and agrees that all information provided in the tender submission is true and correct.

2.2.12.9 Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.10 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

2.2.14.1 The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.

2.2.14.2 If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for

a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the CCT's Bid Adjudication Committee ("BAC") for noting.

2.2.15.3 A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

2.2.16 Clarification of tender offer, or additional information, after submission

Tenderer's shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

2.2.17.1 Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment

from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers shall be required to undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.1. Preference Points for Specific Goals

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to

have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.
- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.2.22 Collection and issuing of tender documents

The CCT will only issue tender documents through its Tender Distribution Office and/or the official CCT tender portal. Bidders who obtain documents through any means other than described herein, will not be known to the CCT and may thus not receive tender notices and addendums. Tenderers are not allowed to distribute tender documents to other potential bidders.

It is the responsibility of bidders who obtain documents through any means other than described herein, to notify the CCT tender representative thereof that they are participating in the tender. The CCT accepts no liability for any tender notices or addendums not reaching any bidders, who obtained documents through any means other than described herein or who provided incorrect contact details to the CCT.”

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

2.3.2 Issue Notices

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

2.3.4 two-envelope system

2.3.4.1 Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6 Grounds for rejection and disqualification

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7 Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

2.3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:

- a) Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction

or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the Price Schedule; or
- c) Arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
 - ii) The summation of the prices; or
 - iii) Calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

2.3.10.1.1 The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference)

2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Section 7)**:

- Based on the sum of the prices/rates in relation to the estimated quantities for each Category.

2.3.10.3.4 Applicable formula:

The 90/10 price/preference points system will be applied to the evaluation of responsive tenders above a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$P_s = 90 \times \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where: P_s is the number of points scored for price;
 P_t is the price of the tender under consideration;
 P_{min} is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

Table B2: Awards above R50 mil (VAT Inclusive)

#	Specific goals allocated points	Preference Points (90/10)
	<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>	
1	<p>Promotion of Micro and Small Enterprises <i>Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i> <i>SME partnership, sub-contracting, joint venture or consortiums</i></p>	4
2	<p>Enterprise Supplier Development and Socio Economic Development</p> <p>> 15% of total expenditure = 3 points > 10% up to 15% of total expenditure = 2 points >= 5% up to 10% of total expenditure = 1 points < 5% of total expenditure = 0 points</p>	3
3	<p>Skills Development OR Employee Share Scheme</p> <p>Skills Development</p> <p>> 5% of total profit = 3 points > 3% up to 5% of total profit = 2 points >= 1% up to 3% of total profit = 1 points < 1% of total profit = 0 points</p> <p>OR Employee Share Scheme</p> <p>> 15% employee ownership = 3 points > 10% up to 15% employee ownership = 2 point >= 5% up to 10% employee ownership = 1 point < 5% employee ownership = 0 point</p>	3
	Total points	10

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard

- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
- e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

2.3.12.4 The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of

(inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

2.3.12.5 The CCT reserves the right to nominate an StandbyBidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy.

2.3.13 Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) Notices issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the CCT and the successful tenderer.

2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

2.3.14 Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10 Page 29 of 244

TENDER NO: 9S/2026/27

TENDER DESCRIPTION: PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT TO 30 JUNE 2030

THE CONTRACT

THE CITY OF CAPE TOWN	
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended ("the Purchaser") herein represented by	
AUTHORISED REPRESENTATIVE	

AND

SUPPLIER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The "Supplier" / "tenderer")	
TRADING AS (if different from above)	
REGISTRATION NUMBER	
PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER	
AUTHORISED REPRESENTATIVE	
CAPACITY OF AUTHORISED REPRESENTATIVE	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

C.1 DETAILS OF TENDERER/SUPPLIER

1.1 Type of Entity (Please tick one box)

<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Close Corporation	<input type="checkbox"/> Company
<input type="checkbox"/> Partnership or Joint Venture or Consortium	<input type="checkbox"/> Trust	<input type="checkbox"/> Other:

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen Domicilium Citandi Et Executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone : (____) _____ Fax : (____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
CCT Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	
Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	c) Does the tenderer have any source of income in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Required registration numbers	

C.2 FORM OF OFFER AND ACCEPTANCE

TENDER 9S/2026/27 - PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES

C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)

The tenderer, identified in the offer signature table below,

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - 4.1 terms and conditions stipulated in this tender document;
 - 4.2 specifications stipulated in this tender document; and
 - 4.3 at the prices as set out in the **Price Schedule as awarded by the BAC** .
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT _____ (PLACE) ON THE ____ (DAY) OF _____ (MONTH AND YEAR)

For and on behalf of the Supplier
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

INITIALS OF CCT OFFICIALS		
1	2	3

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 9S/2026/27 - PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES

C.2.2 Acceptance (To Be Completed by the CCT)

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after contract commencement, contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Unless indicated otherwise in the Deviation Schedule, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

For and on behalf of the City of Cape Town
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 9S/2026/27 - PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES

C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)

Notes:

1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

1 Subject

Details

2 Subject

Details

3 Subject

Details

4 Subject

Details

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER 9S/2026/27 - PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES

C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The..... (Day)

Of..... (Month)

20..... (year)

At..... (Place)

For the Supplier: Signature(s)

Name(s)

Capacity

Signature and name of witness:

Signature Name

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT") AND

..... ,
(Supplier/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing

..... , as an employer in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (hereafter "OHS") and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHS and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHS and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed at on the day of 20....

Witness

Mandatory

Signed at..... on the..... day of..... 20

Witness

for and on behalf of
CCT

C.4 PRICE SCHEDULE

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’

Pricing Instructions:

- 4.1 State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- 4.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 4.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 4.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 4.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 4.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word “included” or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the Employer may also perform a risk analysis with regard to the reasonableness of such rates.**
- 4.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.
- 4.8 Where travelling is required and not achievable through the fleet pool of vehicles as part of the resources' operational requirements (Field work, etc.) such rates will be paid at the SARS standard travel rate (where applicable)
- 4.9 Tenderers are to note that no travelling costs will be paid for in terms of resource acquisition, however Online recruitment options via recognized City channels will be used as far as reasonably practicable.
- 4.10 Tenderers are encouraged to consult South African standards (DPSA) whilst accounting for inflation (where applicable) as well as the pre-requisite experience and qualification levels of the position required as per C.5 Specifications.

CATEGORY A: BUSINESS APPLICATIONS (BA)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table A. Pricing for Business Applications (BA) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
A01.1	.NET Developer	Senior	Per Hour			
A02.1	Full Stack PHP Developer	Senior	Per Hour			
A03.1	SharePoint Online Developer	Senior	Per Hour			
A04.1	Business Analyst	Senior	Per Hour			
A05.1	Project Manager	Senior	Per Hour			
A06.1	SQL Database Administrator	Senior	Per Hour			
A07.1	Project Administrator	Intermediate	Per Hour			
A08.1	Quality Assurance Automation Tester	Senior	Per Hour			
A09.1	IT Change Manager	Senior	Per Hour			
A10.1	Front-end .Net developer	Senior	Per Hour			
A11.1	Front-end PHP developer	Senior	Per Hour			
A12.1	Backend PHP Developer	Senior	Per Hour			
A13.1	Power Platform Developer	Senior	Per Hour			
A14.1	Quality Assurance Manual Tester	Senior	Per Hour			
A15.1	UI/UX Designer	Senior	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY B: DISTRIBUTED COMPUTING (DC)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table B. Pricing for Distributed Computing Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
B01.	Active Directory Administrator					
B01.1	Active Directory Administrator	Junior	Per Hour			
B01.2	Active Directory Administrator	Intermediate	Per Hour			
B01.3	Active Directory Administrator	Senior	Per Hour			
B01.4	Active Directory Administrator	Principal	Per Hour			
B02	Change Analyst					
B02.1	Change Analyst	Junior	Per Hour			
B02.2	Change Analyst	Intermediate	Per Hour			
B02.3	Change Analyst	Senior	Per Hour			
B02.4	Change Analyst	Principal	Per Hour			
B03	Enterprise Email Archive Systems Administrator					
B03.1	Enterprise Email Archive System Administrator	Principal	Per Hour			
B04	IT Trainer Manager					
B04.1	IT Trainer Manager	Principal	Per Hour			
B05	Microsoft Exchange Administrator					
B05.1	Microsoft Exchange Online Administrator	Junior	Per Hour			
B05.2	Microsoft Exchange Online Administrator	Intermediate	Per Hour			
B05.3	Microsoft Exchange Online Administrator	Senior	Per Hour			
B05.4	Microsoft Exchange Online Administrator	Principal	Per Hour			
B6	MS Teams					
B06.1	Microsoft Collaboration System Administrator for MS Teams	Junior	Per Hour			
B06.2	Microsoft Collaboration System Administrator for MS Teams	Intermediate	Per Hour			
B06.3	Microsoft MS Teams Collaborations System Administrator	Senior	Per Hour			

Table B. Pricing for Distributed Computing Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
B06.4	Microsoft MS Teams Collaborations System Administrator	Principal	Per Hour			
B.07	Problem Analyst					
B07.1	Problem Analyst	Junior	Per Hour			
B07.2.	Problem Analyst	Intermediate	Per Hour			
B07.3	Problem Analyst	Senior	Per Hour			
B07.4	Problem Analyst	Principal	Per Hour			
B08	Project Manager					
B.08.1.	Project Manager	Principal	Per Hour			
B.09.	Quality Assurance Analyst					
B09.1	Quality Assurance Analyst	Senior	Per Hour			
B10	Service Desk Agent					
B.10.1	Service Desk Agent	Junior	Per Hour			
B11	Service Level Manager (SLM)					
B11.1	Service Level Manager (SLM)	Senior	Per Hour			
B.12	Software Deployment Administrator					
B.12.1.	Software Deployment Administrator	Junior	Per Hour			
B.12.2.	Software Deployment Administrator	Intermediate	Per Hour			
B.12.3.	Software Deployment Administrator	Senior	Per Hour			
B.12.4	Software Deployment Administrator	Principal	Per Hour			
B13	Technical Writer					
B13.1	Technical Writer	Junior	Per Hour			
B13.2	Technical Writer	Intermediate	Per Hour			
B13.3	Technical Writer	Senior	Per Hour			
B13.4	Technical Writer	Principal	Per Hour			
B14	Video Conference Engineer					
B14.1	Video Conference Engineer	Junior	Per Hour			

Table B. Pricing for Distributed Computing Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
B14.2	Video Conference Engineer	Intermediate	Per Hour			
B14.3.	Video Conference Engineer	Senior	Per Hour			
B14.4	Video Conference Engineer	Principal	Per Hour			
B15	Integration Specialist					
B15.1	Integration Specialist	Principal	Per Hour			
B15.2	M365 Professional for OneDrive and Sharepoint Online	Principal	Per Hour			
B15.3	M365 Purview Specialist	Principal	Per Hour			
B16	Solution Architect					
B16.1	Solution Extensive Architect	Principal	Per Hour			
B17	ITSM Technical Consultant					
B17.1	ITSM Technical Consultant	Intermediate	Per Hour			
B17.2	ITSM Technical Consultant	Senior	Per Hour			
B18	Service Level Management Specialist					
B18.1	Service Level Management Specialist	Intermediate	Per Hour			
B18.2	Senior Service Level Management Specialist	Senior	Per Hour			
B19	Product Specialist					
B19.1	Product Specialist	Intermediate	Per Hour			
B20	ITSM Asset and configuration management specialist					
B20.1	ITSM Asset and configuration management specialist	Intermediate	Per Hour			
B20.2	Senior ITSM Asset and configuration management specialist	Senior	Per Hour			
B21	Product Specialist					
B21.1	Product Specialist	Senior	Per Hour			
B22	Report Writer					
B22.1	Report Writer	Intermediate	Per Hour			
B22.2	Senior Report Writer	Senior	Per Hour			
B23	Developer					
B23.1	Developer	Intermediate	Per			

Table B. Pricing for Distributed Computing Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
			Hour			
B23.2	Senior Developer	Senior	Per Hour			
B24	Business Analyst					
B24.1	Business Analyst	Intermediate	Per Hour			
B24.2	Senior Business Analyst	Senior	Per Hour			
B25	Escalations Management					
B25.1	Incident Communications/Escalations Coordinator	Intermediate	Per Hour			
B26	DC Voice/Internet					
B26.1	Senior Voice Engineer	Senior	Per Hour			
B26.2	Senior Backend/Frontend Developer (Billing, Usage and Reporting Systems)	Senior	Per Hour			
B26.3	Senior Systems Architect (Billing, Usage and Reporting Systems)	Senior	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY C: ERP SUPPORT CENTRE (ESC)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C01	ABAP Object Oriented Developer					
C01.1	ABAP Object Oriented Developer	Senior	Per Hour			
C01.2	ABAP Object Oriented Developer	Principal	Per Hour			
C02	Agentry Developer					
C02.1	Agentry Developer	Senior	Per Hour			
C02.2	Agentry Developer	Principal	Per Hour			
C03	Application Tester					
C03.1	Application Tester	Senior	Per Hour			
C03.2	Application Tester	Principal	Per Hour			
C04	BW Functional Analyst					
C04.1	BW Functional Analyst	Senior	Per Hour			
C04.2	BW Functional Analyst	Principal	Per Hour			
C04.3	BW Functional Analyst	Expert	Per Hour			
C05	SAP Change Manager					
C05.1	SAP Change Manager	Senior	Per Hour			
C05.2	SAP Change Manager	Principal	Per Hour			
C06	GRC Access Request Management Functional Analyst					
C06.1	GRC Access Request Management Functional Analyst	Senior	Per Hour			
C06.2	GRC Access Request Management Functional Analyst	Principal	Per Hour			
C06.3	GRC Access Request Management Functional Analyst	Expert	Per Hour			
C07	Mobile Developer (Java Script and Angular)					
C07.1	Mobile Developer (Java Script and Angular)	Senior	Per Hour			
C07.2	Mobile Developer (Java Script and Angular)	Principal	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C08	Java Mobile Developer (Java Script)					
C08.1	Mobile Developer (Java Script)	Senior	Per Hour			
C08.2	Mobile Developer (Java Script)	Principal	Per Hour			
C09	SAP (FI CO) Management Accounting Functional Analyst					
C09.1	SAP (FI CO) Management Accounting Functional Analyst	Senior	Per Hour			
C09.2	SAP (FI CO) Management Accounting Functional Analyst	Principal	Per Hour			
C10	SAP Accounts Payable (AP) Functional Analyst					
C10.1	SAP Accounts Payable (AP) Functional Analyst	Senior	Per Hour			
C10.2	SAP Accounts Payable (AP) Functional Analyst	Principal	Per Hour			
C10.3	SAP Accounts Payable (AP) Functional Analyst	Expert	Per Hour			
C10.4	SAP Accounts Payable (AP) Functional Analyst	Expert	Per Hour			
C11	SAP Authorisations Functional Analyst					
C11.1	SAP Authorisations Functional Analyst	Senior	Per Hour			
C11.2	SAP Authorisations Functional Analyst	Principal	Per Hour			
C11.3	SAP Authorisations Functional Analyst	Expert	Per Hour			
C12	SAP BPC Solution Architect					
C12.1	SAP BPC Solution Architect	Senior	Per Hour			
C12.2	SAP BPC Solution Architect	Principal	Per Hour			
C12.3	SAP BPC Solution Architect	Expert	Per Hour			
C13	SAP BPC Techno-Functional Analyst					
C13.1	SAP BPC Techno – Functional Analyst	Senior	Per Hour			
C13.2	SAP BPC Techno – Functional Analyst	Principal	Per Hour			
C13.3	SAP BPC Techno – Functional Analyst	Expert	Per Hour			
C14	SAP Business Partner (BP) Functional Analyst					
C14.1	SAP Business Partner (BP) Functional Analyst	Senior	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C14.2	SAP Business Partner (BP) Functional Analyst	Principal	Per Hour			
C14.3	SAP Business Partner (BP) Solution Architect	Expert	Per Hour			
C15	SAP Case Management (CM) Functional Analyst					
C15.1	SAP Case Management (CM) Functional Analyst	Senior	Per Hour			
C15.2	SAP Case Management (CM) Functional Analyst	Principal	Per Hour			
C15.3	SAP Case Management (CM) Functional Analyst	Expert	Per Hour			
C16	SAP Contact Centre CRM Integrator Functional Analyst					
C16.1	SAP Contact Centre CRM Integrator Functional Analyst	Senior	Per Hour			
C16.2	SAP Contact Centre CRM Integrator Functional Analyst	Principal	Per Hour			
C17	SAP Contact Centre Telephony Functional Analyst					
C17.1	SAP Contact Centre Telephony Functional Analyst	Senior	Per Hour			
C17.2	SAP Contact Centre Telephony Functional Analyst	Principal	Per Hour			
C18	SAP CRM Developer					
C18.1	SAP CRM Developer	Senior	Per Hour			
C18.2	SAP CRM Developer	Principal	Per Hour			
C18.3	SAP CRM Developer	Expert	Per Hour			
C19	SAP CRM Investigative Case Management (ICM) Functional Analyst					
C19.1	SAP CRM Investigative Case Management (ICM) Functional Analyst	Senior	Per Hour			
C19.2	SAP CRM Investigative Case Management (ICM) Functional Analyst	Principal	Per Hour			
C20	SAP CRM Service Management Functional Analyst					
C20.1	SAP CRM Service Management Functional Analyst	Senior	Per Hour			
C20.2	SAP CRM Service Management Functional Analyst	Principal	Per Hour			
C21	SAP EHS (Environment, Health & Safety) Contractor					
C21.1	SAP EHS (Environment, Health & Safety) Contractor	Senior	Per Hour			
C21.2	SAP EHS (Environment, Health & Safety) Contractor	Principal	Per Hour			
C22	SAP e-Services Functional Analyst					

Table C. Pricing for ERP Support Centre (ESC) Functions

Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C22.1	SAP e-Services Functional Analyst	Senior	Per Hour			
C22.2	SAP e-Services Functional Analyst	Principal	Per Hour			
C22.3	SAP e-Services Solution Architect	Expert	Per Hour			
C23	SAP FI Treasury Functional Analyst					
C23.1	SAP FI Treasury Functional Analyst	Senior	Per Hour			
C23.2	SAP FI Treasury Functional Analyst	Principal	Per Hour			
C24	SAP Finance (FI) Functional Analyst					
C24.1	SAP Finance (FI) Functional Analyst	Senior	Per Hour			
C24.2	SAP Finance (FI) Functional Analyst	Principal	Per Hour			
C25	SAP Folders Management (FM) Functional Analyst					
C25.1	SAP Folders Management (FM) Functional Analyst	Senior	Per Hour			
C25.2	SAP Folders Management (FM) Functional Analyst	Principal	Per Hour			
C26	SAP Geo-Enablement PM Functional Analyst					
C26.1	SAP Geo-Enablement PM Functional Analyst	Senior	Per Hour			
C26.2	SAP Geo-Enablement PM Functional Analyst	Principal	Per Hour			
C27	SAP Geo-Enablement REM Functional Analyst					
C27.1	SAP Geo-Enablement (Geo.e) REM Functional Analyst	Senior	Per Hour			
C27.2	SAP Geo-Enablement (Geo.e) REM Functional Analyst	Principal	Per Hour			
C28	SAP Geo-Enablement Case Functional Analyst					
C28.1	SAP Geo-Enablement (Geo.e) Case Functional Analyst	Senior	Per Hour			
C28.2	SAP Geo Enablement (Geo.e) Case Functional Analyst	Principal	Per Hour			
C29	SAP HANA Authorisations Functional Analyst					
C29.1	SAP HANA Authorisations Functional Analyst	Senior	Per Hour			
C29.2	SAP HANA Authorisations Functional Analyst	Principal	Per Hour			
C29.3	SAP HANA Authorisations Functional Analyst	Expert	Per Hour			
C30	SAP HANA SQL Developer					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C30.1	SAP HANA SQL Developer	Senior	Per Hour			
C30.2	SAP HANA SQL Developer	Principal	Per Hour			
C30.3	SME Specialist SAP HANA Solution Architect	Expert	Per Hour			
C31	SAP HCM Payroll Functional Analyst					
C31.1	SAP HCM Payroll Functional Analyst	Senior	Per Hour			
C31.2	SAP HCM Payroll Functional Analyst	Principal	Per Hour			
C32	SAP HCM Talent Management Functional Analyst					
C32.1	SAP HCM Talent Management Functional Analyst	Senior	Per Hour			
C32.2	SAP HCM Talent Management Functional Analyst	Principal	Per Hour			
C33	SAP HCM Time Management Functional Analyst					
C33.1	SAP HCM Time Management Functional Analyst	Senior	Per Hour			
C33.2	SAP HCM Time Management Functional Analyst	Principal	Per Hour			
C34	SAP HCM Organisational Management Functional Analyst					
C34.1	SAP HCM Organisational Management Functional Analyst	Senior	Per Hour			
C34.2	SAP HCM Organisational Management Functional Analyst	Principal	Per Hour			
C35	SAP HCM Personnel Administration Functional Analyst					
C35.1	SAP HCM Personnel Administration Functional Analyst	Senior	Per Hour			
C35.2	SAP HCM Personnel Administration Functional Analyst	Principal	Per Hour			
C36	SAP HCM PCPS Functional Analyst					
C36.1	SAP HCM PCPS Functional Analyst	Senior	Per Hour			
C36.2	SAP HCM PCPS Functional Analyst	Principal	Per Hour			
C37	SAP HCM Integration Specialist					
C37.1	SAP HCM Integration Specialist	Senior	Per Hour			
C37.2	SAP HCM Integration Specialist	Principal	Per Hour			
C38	SAP IDM Contractor					
C38.1	SAP IDM Contractor	Senior	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C38.2	SAP IDM Contractor	Principal	Per Hour			
C39	SAP ISU Functional Analyst					
C39.1	SAP ISU Functional Analyst	Senior	Per Hour			
C39.2	SAP ISU Functional Analyst	Principal	Per Hour			
C39.3	SAP ISU Functional Analyst	Expert	Per Hour			
C39.4	SAP ISU Solution Architect	Expert	Per Hour			
C40	SAP Land Use Management (LUM) Functional Analyst					
C40.1	SAP Land Use Management (LUM) Functional Analyst	Senior	Per Hour			
C40.2	SAP Land Use Management (LUM) Functional Analyst	Principal	Per Hour			
C40.3	SAP Real Estate Solution Architect	Expert	Per Hour			
C41	SAP Materials Management (MM) Functional Analyst					
C41.1	SAP Materials Management (MM) Functional Analyst	Senior	Per Hour			
C41.2	SAP Materials Management (MM) Functional Analyst	Principal	Per Hour			
C41.3	Scarce Skills Specialist SAP Materials Management (MM) Solution Architect	Expert	Per Hour			
C42	SAP Ariba Functional Analyst					
C42.1	SAP Ariba Functional Analyst	Senior	Per Hour			
C42.2	SAP Ariba Functional Analyst	Principal	Per Hour			
C42.3	Scarce Skills Specialist SAP Ariba Solution Architect	Expert	Per Hour			
C43	SAP Mobile Functional Analyst					
C43.1	SAP Mobile Functional Analyst	Senior	Per Hour			
C43.2	SAP Mobile Functional Analyst	Principal	Per Hour			
C43.3	SAP Mobile Functional Analyst	Expert	Per Hour			
C43.4	SAP Mobile Solution Architect	Expert	Per Hour			
C44	SAP Plant Maintenance (PM) Functional Analyst					
C44.1	SAP Plant Maintenance (PM) Functional Analyst	Senior	Per Hour			
C44.2	SAP Plant Maintenance (PM)	Principal	Per			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
	Functional Analyst		Hour			
C44.3	SAP Plant Maintenance (PM) Solution Architect	Expert	Per Hour			
C45	SAP Plant Maintenance (PM) Functional Analyst – Quality Management (QM)					
C45.1	SAP Plant Maintenance (PM) Functional Analyst – Quality Management (QM)	Senior	Per Hour			
C45.2	SAP Plant Maintenance (PM) Functional Analyst – Quality Management (QM)	Principal	Per Hour			
C45.3	SAP Plant Maintenance (PM) Functional Analyst – Quality Management (QM)	Expert	Per Hour			
C46	SAP Process Orchestration Developer					
C46.1	SAP Process Orchestration Developer	Senior	Per Hour			
C46.2	SAP Process Orchestration Developer	Principal	Per Hour			
C46.3	SAP Process Orchestration Developer	Expert	Per Hour			
C47	SAP Programme Manager					
C47.1	SAP Programme Manager	Senior	Per Hour			
C47.2	SAP Programme Manager	Principal	Per Hour			
C48	SAP Project Manager					
C48.1	SAP Project Manager	Senior	Per Hour			
C48.2	SAP Project Manager	Principal	Per Hour			
C49	SAP Business Analyst					
C49.1	SAP Business Analyst	Senior	Per Hour			
C49.2	SAP Business Analyst	Principal	Per Hour			
C50	SAP Project Portfolio Management (PPM) Developer					
C50.1	SAP Project Portfolio Management (PPM) Developer	Senior	Per Hour			
C50.2	SAP Project Portfolio Management (PPM) Developer	Principal	Per Hour			
C51	SAP Project Portfolio Management (PPM) Functional Analyst					
C51.1	SAP Project Portfolio Management (PPM) Functional Analyst	Senior	Per Hour			
C51.2	SAP Project Portfolio Management (PPM) Functional Analyst	Principal	Per Hour			

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C51.3	SAP Project Portfolio Management (PPM) Functional Analyst	Expert	Per Hour			
C51.4	SAP Project Portfolio Management (PPM) Solution Architect	Expert	Per Hour			
C52	SAP Enterprise Portfolio and Project Management (EPPM) Developer					
C52.1	SAP Enterprise Portfolio and Project Management (EPPM) Developer	Senior	Per Hour			
C52.2	SAP Enterprise Portfolio and Project Management (EPPM) Developer	Principal	Per Hour			
C53	SAP Enterprise Portfolio and Project Management (EPPM) Functional Analyst					
C53.1	SAP Enterprise Portfolio and Project Management (EPPM) Functional Analyst	Senior	Per Hour			
C53.2	SAP Enterprise Portfolio and Project Management (EPPM) Functional Analyst	Principal	Per Hour			
C53.3	SAP Enterprise Portfolio and Project Management (EPPM) Solution Architect	Expert	Per Hour			
C53.4	SME Specialist SAP Enterprise Portfolio and Project Management (EPPM) Solution Architect	Expert	Per Hour			
C54	SAP S/4HANA Project Systems (PS) Functional Analyst					
C54.1	SAP S/4HANA Project Systems (PS) Functional Analyst	Senior	Per Hour			
C54.2	SAP S/4HANA Project Systems (PS) Functional Analyst	Principal	Per Hour			
C55	SAP Funds Management (FM) Functional Analyst					
C55.1	SAP Funds Management (FM) Functional Analyst	Senior	Per Hour			
C55.2	SAP Funds Management (FM) Functional Analyst	Principal	Per Hour			
C55.3	SAP Funds Management (FM) Solution Architect	Expert	Per Hour			
C56	SAP Real Estate Management (REM) Functional Analyst					
C56.1	SAP Real Estate Management (REM) Functional Analyst	Senior	Per Hour			
C56.2	SAP Real Estate Management (REM) Functional Analyst	Principal	Per Hour			
C57	SAP Software Development Architect					
C57.1	SAP Software Development Architect	Principal	Per Hour			
C57.2	SME Specialist SAP Software Development Architect	Expert	Per Hour			
C58	SAP SOLMAN Functional Analyst					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C58.1	SAP SOLMAN Functional Analyst	Senior	Per Hour			
C58.2	SAP SOLMAN Functional Analyst	Principal	Per Hour			
C58.3	SAP SOLMAN Solution Architect	Expert	Per Hour			
C58.4	SME Specialist SAP SOLMAN Functional Analyst	Expert	Per Hour			
C59	SAP Workflow Developer					
C59.1	SAP Workflow Developer	Senior	Per Hour			
C59.2	SAP Workflow Developer	Principal	Per Hour			
C60	SAPUI5 Developer					
C60.1	SAPUI5 Developer	Senior	Per Hour			
C60.2	SAPUI5 Developer	Principal	Per Hour			
C61	User Experience (UX) Functional Analyst					
C61.1	User Experience (UX) Functional Analyst	Senior	Per Hour			
C61.2	User Experience (UX) Functional Analyst	Principal	Per Hour			
C62	SAP Trainer					
C62.1	SAP Trainer	Senior	Per Hour			
C62.2	SAP Trainer	Principal	Per Hour			
C63	SAP Security (SAP Cyber Security) Specialist					
C63.1	SAP Security (SAP Cyber Security) Specialist	Principal	Per Hour			
C63.2	SME Specialist SAP Cyber Security	Expert	Per Hour			
C64	SAP Analytics Cloud (SAC) Functional Analyst					
C64.1	SAP Analytics Cloud (SAC) Functional Analyst	Senior	Per Hour			
C64.2	SAP Analytics Cloud (SAC) Functional Analyst	Principal	Per Hour			
C65	SAP Case Management Developer					
C65.1	SAP Case Management Developer	Senior	Per Hour			
C65.2	SAP Case Management Developer	Principal	Per Hour			
C66	SAP HCM Solution Architect					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C66.1	SAP HCM Solution Architect	Principal	Per Hour			
C66.2	SME Specialist SAP HCM Solution Architect	Expert	Per Hour			
C67	SAP Migration Specialist					
C67.1	SAP Migration Specialist	Senior	Per Hour			
C67.2	SAP Migration Specialist	Principal	Per Hour			
C68	OData Developer					
C68.1	OData Developer	Senior	Per Hour			
C68.2	OData Developer	Principal	Per Hour			
C69	SAP Geo-Enablement Framework Developer					
C69.1	SAP Geo-Enablement Framework Developer	Senior	Per Hour			
C69.2	SAP Geo-Enablement Framework Developer	Principal	Per Hour			
C69.3	SME Specialist SAP GEO-enablement framework Developer	Expert	Per Hour			
C70	SAP HANA Analytics Functional Analyst					
C70.1	SAP HANA Analytics Functional Analyst	Senior	Per Hour			
C70.2	SAP HANA Analytics Functional Analyst	Principal	Per Hour			
C70.3	SAP HANA Solution Architect	Expert	Per Hour			
C71	SAP Energy Data Management (EDM) Functional Analyst					
C71.1	SAP Energy Data Management (EDM) Functional Analyst	Senior	Per Hour			
C71.2	SAP Energy Data Management (EDM) Functional Analyst	Principal	Per Hour			
C71.3	SAP Energy Data Management (EDM) Functional Analyst	Expert	Per Hour			
C71.4	SAP Energy Data Management (EDM) Solution Architect	Expert	Per Hour			
C72	SAP Mobile Asset Manager Functional Analyst					
C72.1	SAP Mobile Asset Manager Functional Analyst	Senior	Per Hour			
C72.2	SAP Mobile Asset Manager Functional Analyst	Principal	Per Hour			
C72.3	SME Specialist SAP Mobile Asset Manager Solution Architect	Expert	Per Hour			
C73	SAP Mobile Asset Manager Developer					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C73.1	SAP Mobile Asset Manager Developer	Senior	Per Hour			
C73.2	SAP Mobile Asset Manager Developer	Principal	Per Hour			
C73.3	SME Specialist SAP Mobile Asset Manager Developer	Expert	Per Hour			
C74	SAP GEO-enablement framework Functional Analyst					
C74.1	SAP GEO-enablement framework Functional Analyst	Senior	Per Hour			
C74.2	SAP GEO-enablement framework Functional Analyst	Principal	Per Hour			
C74.3	SME Specialist SAP GEO-enablement framework Functional Analyst	Expert	Per Hour			
C75	SAP GEO-enablement Framework developer (GEO.e for ECC6)					
C75.1	SAP GEO-enablement Framework developer (GEO.e for ECC6)	Senior	Per Hour			
C75.2	SAP GEO-enablement Framework developer (GEO.e for ECC6)	Principal	Per Hour			
C75.3	SAP GEO-enablement Framework developer (GEO.e for ECC6)	Expert	Per Hour			
C76	SAP Geographical Framework developer (GEF for S/4)					
C76.1	SAP Geographical Framework developer (GEF for S/4)	Senior	Per Hour			
C76.2	SAP Geographical Framework developer (GEF for S/4)	Principal	Per Hour			
C76.3	SAP Geographical Framework developer (GEF for S/4)	Expert	Per Hour			
C77	SAP Service Cloud V2 Functional					
C77.1	SAP Service Cloud V2 Functional	Senior	Per Hour			
C77.2	SAP Service Cloud V2 Functional	Principal	Per Hour			
C77.3	SAP Service Cloud V2 Functional	Expert	Per Hour			
C78	SAP Cloud Application Programming Developer					
C78.1	SAP Cloud Application Programming Developer	Senior	Per Hour			
C78.2	SAP Cloud Application Programming Developer	Principal	Per Hour			
C78.3	SAP Cloud Application Programming Developer	Expert	Per Hour			
C79	SAP PAPM Functional Analyst					
C79.1	SAP PAPM Functional Analyst – Expert	Expert	Per Hour			
C80	SAP WorkZone Functional					

Table C. Pricing for ERP Support Centre (ESC) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
C80.1	SAP WorkZone Functional	Senior	Per Hour			
C80.2	SAP WorkZone Functional	Principal	Per Hour			
C80.3	SAP WorkZone Functional	Expert	Per Hour			
C81	SAP Datasphere Developer					
C81.1	SAP Datasphere Developer	Senior	Per Hour			
C81.2	SAP Datasphere Developer	Principal	Per Hour			
C81.3	SAP Datasphere Developer	Expert	Per Hour			
C82	SAP CLOUD ALM (Application Lifecycle Management) Functional Analyst					
C82.1	SAP CLOUD ALM Functional Analyst	Senior	Per Hour			
C82.2	SAP CLOUD ALM Functional Analyst	Principal	Per Hour			
C82.3	SAP CLOUD ALM Functional Analyst	Expert	Per Hour			
C82.4	SAP CLOUD ALM Solution Architect	Expert	Per Hour			
C83	Project Administrator					
C83.1	Project Administrator	Senior	Per Hour			
C83.2	Project Administrator	Principal	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY D: GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table D. Pricing for Geographic Information Systems (GIS) Functions						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
D01.1	GIS Developer	Senior	Per Hour			
D01.2	GIS Specialist/Technician/Analyst	Senior	Per Hour			
D01.3	GIS System and Solution Design Architect	Principal	Per Hour			
D01.4	Business Analyst	Senior	Per Hour			
D01.5	Project Manager	Senior	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY E1: INFRASTRUCTURE AND APPLICATIONS

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table E1. Pricing for Infrastructure and Applications						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
E1.01	IBM SAN Engineer					
E1.01.1	IBM SAN Engineer	Senior	Per Hour			
E1.01.2	IBM SAN Engineer	Principal	Per Hour			
E1.02	Lenovo System Engineer					
E1.02.1	Lenovo Systems Engineer	Senior	Per Hour			
E1.02.2	Lenovo Systems Engineer	Principal	Per Hour			
E1.03	Linux System Engineer					
E1.03.1	Linux System Engineer	Senior	Per Hour			
E1.03.2	Linux System Engineer	Principal	Per Hour			
E1.04	SUSE Linux System Engineer					
E1.04.1	SUSE Linux System Engineer	Senior	Per Hour			
E1.04.2	SUSE Linux System Engineer	Principal	Per Hour			
E1.05	Red Hat Linux System Engineer					
E1.05.1	Red Hat Linux System Engineer	Senior	Per Hour			
E1.05.2	Red Hat Linux System Engineer	Principal	Per Hour			
E1.06	Microsoft SharePoint Administrator					
E1.06.1	Microsoft SharePoint Administrator	Senior	Per Hour			
E1.06.2	Microsoft SharePoint Administrator	Principal	Per Hour			
E1.07	Microsoft Windows Server Engineer					
E1.07.1	Microsoft Windows Server Engineer	Senior	Per Hour			
E1.07.2	Microsoft Windows Server Engineer	Principal	Per Hour			
E1.08	Cloud Engineers					
E1.08.1	Cloud Engineers	Senior	Per Hour			
E1.08.2	Cloud Engineers	Principal	Per Hour			

Table E1. Pricing for Infrastructure and Applications						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
E1.09	Solution Architect					
E1.09.1	Solution Architect	Senior	Per Hour			
E1.09.2	Solution Architect	Principal	Per Hour			
E1.09.3	Solution Architect	Expert / Scarce skill	Per Hour			
E1.10	Oracle Database Administrator					
E1.10.1	Oracle Database Administrator	Senior	Per Hour			
E1.10.2	Oracle Database Administrator	Principal	Per Hour			
E1.11	SAP Basis Administrator					
E1.11.1	SAP Basis Administrator	Senior	Per Hour			
E1.11.2	SAP Basis Administrator	Principal	Per Hour			
E1.12	SAP Basis HANA Administrator					
E1.12.1	SAP Basis HANA Administrator	Senior	Per Hour			
E1.12.2	SAP Basis HANA Administrator	Principal	Per Hour			
E1.13	Solution Architect					
E1.13.1	Solution Architect	Senior	Per Hour			
E1.13.2	Solution Architect	Principal	Per Hour			
E1.13.3	Solution Architect	Expert / Scarce skill	Per Hour			
E1.14	SAP Batch Administrator					
E1.14.1	SAP Batch Administrator	Senior	Per Hour			
E1.14.2	SAP Batch Administrator	Principal	Per Hour			
E1.15	Technical Writer					
E1.15.1	Technical Writer	Senior	Per Hour			
E1.15.2	Technical Writer	Principal	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY E2: FIXED NETWORKS AND MONITORING SERVICES

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table E2. Pricing for Fixed Networks and Monitoring Services						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
E2.1.1	IT Support Technician (Monitoring)	Junior	Per Hour			
E2.1.2	IT Support Technician (Monitoring)	Senior	Per Hour			
E2.1.3	IT Support Technician (Monitoring)	Principal	Per Hour			
E2.2.1	IT Support Technician (Application Monitoring Specific)	Junior	Per Hour			
E2.2.2	IT Support Technician (Application Monitoring Specific)	Senior	Per Hour			
E2.2.3	IT Support Technician (Application Monitoring Specific)	Principal	Per Hour			
E2.3.1	Network Engineer	Junior	Per Hour			
E2.3.2	Network Engineer	Senior	Per Hour			
E2.3.3	Network Engineer	Principal	Per Hour			
E2.4.1	Technical Assistant	Junior	Per Hour			
E2.4.2	Technical Assistant	Senior	Per Hour			
E2.4.3	Technical Assistant	Principal	Per Hour			
E2.5.1	LAN Technician	Junior	Per Hour			
E2.5.2	LAN Technician	Senior	Per Hour			
E2.5.3	LAN Technician	Principal	Per Hour			
E2.6.1	Project Administrator	Junior	Per Hour			
E2.6.2	Project Administrator	Senior	Per Hour			
E2.6.3	Project Administrator	Principal	Per Hour			
E2.7.1	Project Co-Ordinator	Junior	Per Hour			
E2.7.2	Project Co-Ordinator	Senior	Per Hour			

Table E2. Pricing for Fixed Networks and Monitoring Services

Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
E2.7.3	Project Co-Ordinator	Principal	Per Hour			
E2.8.1	Project Manager	Junior	Per Hour			
E2.8.2	Project Manager	Senior	Per Hour			
E2.8.3	Project Manager	Principal	Per Hour			
E2.9.1	Programme Manager	Junior	Per Hour			
E2.9.2	Programme Manager	Senior	Per Hour			
E2.9.3	Programme Manager	Principal	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY F: TELECOMMUNICATION

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table F. Telecommunication						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
F01.1	Data Network and Infrastructure Planner	Junior	Per Hour			
F01.2	Data Network and Infrastructure Planner	Senior	Per Hour			
F01.3	Data Network and Infrastructure Planner	Principal	Per Hour			
F02.1	Network Engineer	Junior	Per Hour			
F02.2	Network Engineer	Senior	Per Hour			
F02.3	Network Engineer	Principal	Per Hour			
F03.1	Business Telecommunications Analyst	Principal	Per Hour			
F04.1	Technician OSP/ISP	Junior	Per Hour			
F04.2	Technician OSP/ISP	Senior	Per Hour			
F04.3	Technician OSP/ISP	Principal	Per Hour			
F05.1	Planner (Civils and Fibre)	Junior	Per Hour			
F05.2	Planner (Civils and Fibre)	Senior	Per Hour			
F05.3	Planner (Civils and Fibre)	Principal	Per Hour			
F06.1	Technician Supervisor OSP/ISP Route	Junior	Per Hour			
F06.2	Technician Supervisor OSP/ISP Route	Senior	Per Hour			
F06.3	Technician Supervisor OSP/ISP Route	Principal	Per Hour			
F07.1	Technician Facilities Construction – Telecommunication	Junior	Per Hour			
F07.2	Technician Facilities Construction – Telecommunication	Senior	Per Hour			
F07.3	Technician Facilities Construction – Telecommunication	Principal	Per Hour			
F08.1	Technical Assistant	Junior	Per Hour			
F08.2	Technical Assistant	Senior	Per Hour			

Table F. Telecommunication						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
F08.3	Technical Assistant	Principal	Per Hour			
F09.1	Safety Officer – Telecommunications	Junior	Per Hour			
F09.2	Safety Officer – Telecommunications	Senior	Per Hour			
F09.3	Safety Officer – Telecommunications	Principal	Per Hour			
F10.1	Project Administrator	Senior	Per Hour			
F11.1	Project Coordinator	Senior	Per Hour			
F12.1	Project Manager	Senior	Per Hour			
F13.1	General Construction Worker		Per Hour			
F14.1	RF Field Engineer	Senior	Per Hour			
F14.2	RF Optimization Engineer	Senior	Per Hour			
F14.3	Tetra System Engineer	Senior	Per Hour			
F14.4	TETRA Radio Subscriber Technician	Senior	Per Hour			
F14.5	RF Planner (TETRA)	Senior	Per Hour			
F14.6	ISI Engineer (Inter-System Integration – TETRA)	Senior	Per Hour			
F15.1	Telecommunications OSS Engineer	Junior	Per Hour			
F15.2	Telecommunications OSS Engineer	Intermediate	Per Hour			
F15.3	Telecommunications OSS Engineer	Senior	Per Hour			

Table F16. SARS Travel Rates					
Role	Function / Role	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
F16.1	Travelling	Per Km	SARS Rate	SARS Rate	SARS Rate

INITIALS OF CITY OFFICIALS		
1	2	3

CATEGORY G: CYBER SECURITY

Please see minimum requirements per post under the relevant requirement specifications for this category in schedule C.5 Specification(s)

Table G. Cyber Security						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
G1.1	Security Operations Analyst	Junior	Per Hour			
G1.2	Security Operations Analyst	Senior	Per Hour			
G2.1	Microsoft Purview Data Loss Protection Administrator	Senior	Per Hour			
G2.2	Microsoft Purview Data Loss Protection Administrator	Principal	Per Hour			
G2.3	Microsoft Purview Compliance Administrator	Senior	Per Hour			
G2.4	Microsoft Purview Compliance Administrator	Principal	Per Hour			
G3.1	Application Delivery Controller and Web Application Firewall engineer	Senior	Per Hour			
G3.2	Application Delivery Controller and Web Application Firewall engineer	Principal	Per Hour			
G4.1	Cloud Security Engineer	Senior	Per Hour			
G4.2	Cloud Security Engineer	Principal	Per Hour			
G5.1	Public Key Infrastructure (PKI) Systems Engineer	Senior	Per Hour			
G5.2	Public Key Infrastructure (PKI) Systems Engineer	Principal	Per Hour			
G6.1	Information Security Solution Architect	Senior				
G6.2	Information Security Solution Architect	Principal	Per Hour			
G7.1	Cyber Security Project Manager	Senior	Per Hour			
G8.1	ISMS Policy & Documentation Specialists	Senior	Per Hour			
G9.1	Palo Alto network security engineer	Senior	Per Hour			
G9.2	Palo Alto network security engineer	Principal	Per Hour			
G10.1	IGA engineer	Senior	Per Hour			
G10.2	IGA engineer	Principal	Per Hour			
G11.1	SSO engineer	Senior	Per			

Table G. Cyber Security						
Role	Function / Role	Level	Unit	Rate for Year 1 (Excl. VAT)	Rate for Year 2 (Excl. VAT)	Rate for Year 3 (Excl. VAT)
			Hour			
G11.2	SSO engineer	Principal	Per Hour			
G12.1	PAM engineer	Senior	Per Hour			
G12.2	PAM engineer	Principal	Per Hour			
G13.1	Vulnerability Management engineer	Senior	Per Hour			
G13.2	Vulnerability Management engineer	Principal	Per Hour			
G14.1	Cyber Security Awareness Analyst	Senior	Per Hour			

INITIALS OF CITY OFFICIALS		
1	2	3

C.5 SPECIFICATION(S)

C.5.1) INTRODUCTION

The purpose of this tender is to appoint suppliers of Information System & Technology (IS&T) Skills (hereinafter referred to as "Supplier(s)" for the City of Cape Town. The contract will have appointments made for candidate/s for specific resource requirements that provide skills having satisfied the set position evaluation criteria. All roles listed in each Category below are specific to the said Category and resources acquired shall be expected to demonstrate the necessary skills and experience associated with each respective Category. Such agreement/s shall commence on the dates specified in the associated Job description(s) and shall endure for the period specified in the Job description(s), unless terminated earlier in terms of this Agreement.

The Service Provider will act as an external and independent specialist provider to the City and not as an employee of the City or as an agent of the City or in any other capacity in relation to the City. Nothing in this Agreement shall be taken to constitute a Contract of Employment, nor is it the intention of either the Service Provider or the City that any person in the service of the Service Provider shall be an employee of the City. This Agreement does not confer any authority on the Service Provider to enter into any commitment on the City's behalf. The Service Provider acknowledges that it will have no right, at any time during the period of this Agreement, to act as the agent of the City nor to pledge its credit nor to enter into any contracts or undertakings nor to give any warranties nor to make any representations which may in any way be binding upon the City.

Both Parties acknowledge that no partnership, joint venture, employment or relationship shall come into existence between them by reason of the conclusion of this Agreement. Subject to the service providers undertaking to ensure that its employees, who are to be provided to the City in terms of this agreement, have accepted in writing that the remuneration which they are to receive for their services is based on total cost of employment (TCOE) and as such also compensates them for any other benefits or entitlements which ordinarily may apply to employees in local government. Over and above any other indemnities provided by the service provider to the City in terms of this agreement, the service provider indemnifies the City against any claim from its employees for any benefits, entitlements or other payments over and above the TCOE payment.

The following categories (Categories A through G) contain individual specific background information on the City of Cape Town's IS&T's skills requirement per functional area and illustrates the purpose of this tender by providing the minimally acceptable qualifications and core competencies per functional role. The roles within the tables in the category below are directly and numerically referenced within the tables reflected under the various categories in (5) Price Schedule, above.

C.5.2) Skills requirement Posting and CV Assessment Process

When a new IT resource requirement arises for sourcing via the City's selected Service Providers in a specific schedule, the following steps are taken:

The detailed requirements (job description, Annexure E) of the required IT skill is sent via email to the contact person of the primary Service Provider(s), which tenderers have indicated in the following table, to be able to provide the applicable skill;

Name(s) of your contact person	Email address	Other contact details

The awarded primary Service Provider (not partners) will have a maximum of 5 working days to submit a singular (at a time) for a maximum of 2 total submissions during this timeframe in a City format CV (Annexure E2 – CV Template).

Please use the example of the job description (Annexure E1 – Job Description Template), using the City’s file naming convention with CV authorisation letter and Confidentiality and Indemnity Form (Annexure E3 – Confidentiality and Indemnity Form) for new candidates. A candidate may only be represented by one company; however, a candidate may apply for more than one position with a CV for each position;

For each particular detailed requirement (Annexure E1 – Job description template) advertised in a category for a defined position, the mechanism followed will be that the engagement of the City will employ the Service Provider over a defined advertisement period of 5 days; beginning the day after the Job Description is circulated to the vendor (day 1), terminating 5 consecutive working days thereafter at 10h00 on the 5th day.

During this period the engaged vendor has an opportunity to present to the City of Cape Town a maximum of 2 CV’s (Annexure E2 – CV Template) in total over the 5-day period, however, the vendor is expected to determine the best fit for purpose and nominate a single CV at a time to the City of Cape Town’s responsible person, the City of Cape Town will interview the nominated candidate within a 48-hour window period beginning the day after submission of the CV to the stipulated responsible person (2 working days) to determine suitability for the position.

It is the vendor’s responsibility to make sure that all nominated candidates are informed of and available for interviews, where candidates’ are not available, the City of Cape Town may request a replacement CV and count the “no-show” as a completed submission that does not meet minimum criteria;

Where the primary vendor has failed to provide a suitable candidate in the stipulated 5-day period where the maximum number of CV submissions (2) has been reached on or before the conclusion of the 5th consecutive day after advertisement, the mechanism defined above will be applied to the next highest ranked vendor for that specific category. This process shall be repeated until a suitable candidate has been sourced for the applicable position;

The submitted CV’s will be evaluated using the CV assessment process below.

C.5.3) CV assessment process

The CV assessment process for a new IT skill proceeds according to the following steps:

- The skill requirements from the job description (Annexure E1) are evaluated by the associated line manager;
- A weight is assigned to each skill requirement;
- The elected candidate’s CV is evaluated against the skills requirements by the line manager;
- A five-point rating system with three (3) points being the average expected outcome is used to evaluate the CV on the skill requirements;

- A cut-off point is established for inclusion and exclusion for interview;
- Where a candidate is found to be unsuitable after the interview process, the process is restarted by informing the vendor that the Job Description is still in circulation for the remainder of the 5-working days window period for a maximum of 2 attempts. Thereafter the next active vendor will be approached
- Points are awarded for the EE-status and gender. From this total new score (CV, interview, EE status, gender) those capable of performing the job and best fit the requirements are determined;
- The resource with the highest overall score is chosen;
- The Purchase Order (PO) number is prepared for signature. Note that although a project may last longer, the duration stated aligns with our budgeting cycle. The project may continue with a new PO issued with a new duration period. If additional hours or travel allowance is not mentioned in the original Job Description Advertisement and provision therefore made within C.5 Pricing Schedule, no payments thereto will be allowed.. When the City's rate increases, this new allowable billing rate will be passed along. VAT must be shown separately. (The travel allowance will be recalculated on an annual basis, typically at the beginning of the financial year in line with AA rates)

C.5.4) Candidate Requirements

Each candidate must be willing to be interviewed – this may entail a competency-based assessment, English proficiency tests (where applicable) and attendance via Online Microsoft teams, or any mechanism dictated by the City which may include in-person attendance at times. All mandatory questions detailed on the CV submitted must be answered in order to be considered for a position;

All appointees must be willing to complete the City's electronic timesheet recording system form - in SAP for longer engagements or the Short Project Timesheet called the Time and Attendance Register for Contractors, which will be linked to the payment of invoices for services rendered, the issuance of these mechanisms / documents will be handled through the IS&T Departmental Support Services;

Normal business working hours will be from 06:30 – 15:00, 07:00 – 15:30, 07:30 to 16:00 OR 08:00 to 16:30 OR 08:30 to 17:00 South African standard time (as agreed to at the time of recruitment). Slight variances from these core times may be required without extra compensation.

the responsible manager takes full responsibility for the issuance and administration thereof if choosing to engage in Additional hours' payment;

Certain positions may require that the resource is willing to perform shift work – where the normal working hours will be shifted to suit the work time for that particular position. No shift allowances will be paid for this.;

Resources are to be informed that some positions may include working on projects that could be related to:

- Liquor Licensing
- Jobseekers
- Gambling
- Lost Pets

Please note that this is not a closed list, this list is to demonstrate for the purposes of the tender the types of projects that the City engages in.

Although the City is sympathetic to personal beliefs regarding the above, no candidate will be entitled to reject related work citing personal grounds. The City will not in this respect expect any resource to engage directly with any of the above listed substances / persons – the intention of this tender to procure specialist services in an IT project environment. Candidates must be duly informed thereof and agree upfront that these will not be problematic during their contract in terms of performing their duties. Any candidate that refuses duties based on the above may be terminated;

Other reasons for early termination include, inter alia, running out of funds, appointments of permanent staff in the appointee's position, change in the City's contracting or employment policy, etc. This is not a negative reflection upon the appointee. However, poor performance will not be tolerated and can also result in early termination, which would be a poor reflection upon the appointee. The City will endeavour to communicate with the individual and the agency well in advance of this latter situation.

Appointees must have no expectation of future employment or continuation of this contract or any other City project;

All appointments are subject to the basic conditions of employment; and

The City requires all contractors to have agreed that the Service Provider may represent them by signing the CV authorisation letter. This letter should be prepared by the contractor without any company logos, dated and signed authorising the agency to act solely on their behalf. The Service Provider may present CVs to the City in cases where the contractor has signed the CV authorisation letter for your company only. In cases where the contractor has signed more than one CV authorisation letter with different companies, at the City's discretion, we will either exclude the contractor's CV from all Service Providers or choose the latest dated CV authorisation letter (at the time of the closing date).

C.5.5) Resources and Skills Requirements for Category A – Business Applications (BA)

The Business Applications branch focuses on developing new software solutions, including spatial (GIS) applications, implementation and configuration of packaged software solutions as well as the configuration of office automation applications on the SharePoint platform. The Business Application branch consists of the following sections:

- **Business Intelligence & Spatial Applications**
The GIS environment is built on the ESRI platform and uses the ESRI stack of tools combined with JavaScript and .NET framework. ESRI developers and specialists will be required in this space.
- **Office Productivity Automation**
This is the SharePoint environment where resources are mainly SharePoint developers and change managers
- **Packaged Applications**
Project managers with a good technical knowledge are used to coordinate the implementation of packaged solutions
- **Custom Development**
Project managers, business analysts, developers (.NET, SharePoint, PHP), change managers and testers are optimization to execute tasks in the software development lifecycle of software development projects.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for Business Applications (BA) Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
A01.1	.NET Developer	Senior	Relevant NQF Level 6, Microsoft Certification will be beneficial	Participate in all phases of the software application development life cycle with an emphasis on solution design, development and configuration of internal and external web or mobile software solution optimization C#, JavaScript, TypeScript, CSS, HTML5, SQL Server, Power BI, Microsoft .NET Framework, .NET Core, ASP.NET MVC, and Azure DevOps. Angular/React skills will be beneficial.	5+ years
A02.1	Full Stack PHP Developer	Senior	Relevant NQF 6 Qualification	Senior software development skills using the following technologies: Object Orientated PHP7.4+; MariaDB; modern PHP frameworks such as Symfony or Laravel; UI frameworks such as JQuery and Bootstrap; HTML5; JavaScript; ES6; GIT; NPM; Composer. Understand the project requirements and functional specifications, and then design, build and maintain modular, responsive, well-documented, cross-browser-tested applications. Deliver on time, every iteration/sprint. Applying coding standards, best practices and design patterns. Using and applying modern agile software development tools and methodologies including Continues Integration. Setup local dev environments, including web and database servers and databases.	5+ years
A03.1	SharePoint Online Developer	Senior	Relevant NQF 6 Qualification, relevant Microsoft certification will be beneficial	Participate in all phases of the software application development life cycle with an emphasis on site architecture, data governance, and pro-code development and configuration of internal and external web applications and custom web parts. Experience with the following technologies is required: SharePoint Online, SPFx, TypeScript, CSS, HTML, React/Angular, Git, Visual Studio / Visual Studio Code, PowerShell, Microsoft Graph API. Some experience with the following technologies will be beneficial: Power Apps, Power Automate, Power BI.	5+ years

Specifications for Business Applications (BA) Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
A04.1	Business Analyst	Senior	Relevant NQF 6 Qualification, will be certification beneficial	Manage business and IT stakeholder relationships and expectations by developing a sound communication process using verbal as well as written skills. Provide leadership to team members and peers by collaborating with others; articulating ideas and viewpoints to senior management, peers and others; driving the resolution of issues. Analytical, problem-solving, and conceptual skills in order to identify as well as facilitate the achieving of business requirements and needs. Provide project level analysis by producing required project analysis documentation (AS-IS vs To-BE analysis, system architectural designs, functional requirements, business process modelling, use cases, user interface mock ups, user acceptance testing plans and test cases). Sound data analysis and management skills, to assist with the development of strategic business as well as system reporting. Knowledge of relevant technology, tools, and middleware that enable business process enablement and business user productivity.	5+ years
A05.1	Project Manager	Senior	Relevant NQF 6 Qualification, will be certification beneficial	Strong project management skills in a software development project. Strong verbal and electronic communication skills. Exceptional planning and optimization that result in project deliverables, on time and within budget. Stakeholder management skills. Exceptional knowledge of Agile, project management Principals, methodologies, and tools.	5+ years
A06.1	SQL Database Administrator	Senior	Relevant NQF 6 Qualification, Microsoft certification will be beneficial	Perform SQL/MySQL/MariaDB Database Installation, Maintenance and Administration. Apply knowledge of database disaster recovery systems, database performance monitoring and tuning and database design. Apply knowledge of the Systems development lifecycle (SDLC) coupled with application database design and development. Developing database processes and solutions as it pertains to IT Architecture. Leading, coordinating and facilitating meetings with internal and external clients. Responding to enquiries and requests from clients.	5+ years
A07.1	Project Administrator	Intermediate	Relevant NQF 6 Qualification	Experience in general IT project management administrative tasks. Scribe and minute taking. Project document management. Meeting scheduling and coordination. Advanced knowledge of MS Office Tools like MS Project and MS Visio. Basic knowledge of project management Principals, methodologies, and tools.	3-4 years

Specifications for Business Applications (BA) Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
A08.1	Quality Assurance Automation Tester	Senior	Relevant NQF 6 Qualification, Relevant certification will be beneficial	Testing and quality assurance of a software solution from a Functional Analyst, visual and user experience perspective, including test support, user documentation and training delivery. Preparation and execution of test cases, test plans and drafting of test documentation. Experiences in the development of training material/user documentation and sometimes facilitating training sessions. Must be experienced in Negative, Positive, Functional, and Non-Functional testing. Makes use of test automation tools and techniques to create and monitor the testing for Web Applications, Web APIs. Required skills: Azure DevOps, CI/CD Pipelines/YAML, C#, TypeScript, JavaScript, Selenium, nUnit/xUnit.	5+ years
A09.1	IT Change Manager	Senior	Relevant NQF 6 Qualification	IT change management and communications skills in the development and rollout of software solutions. Experience of change management Principals, methodologies (ADKAR, Prosci's, etc.) and tools. Exceptional communication skills, both written and verbal to establish and maintain strong relationships. Organized with a natural inclination for planning strategy and tactics. Acute business acumen and understanding of organizational issues and challenges. Project change management metrics. Risk assessment and management in relation to change, including the development of cutover and rollout plans.	5+ years
A10.1	Front-end .Net Developer	Senior	Relevant NQF 6 Qualification, Relevant Microsoft certification will be beneficial	Understand the project requirements, functional specifications and graphic designer artefacts, and then design, build and maintain modular, responsive, well-documented, cross-browser-tested front-ends that meet corporate branding standards. Demo and deliver on time, every iteration/sprint, to the software development team. Participant must be experienced with in-depth knowledge of UI frameworks and technologies like HTML, Bootstrap, JSON, JavaScript, jQuery, CSS and CSS-programming frameworks, as well as ALM/DevOps tools to plan and track work items, and store code in version control. A strong understanding of User Interface (UI) design Principals, and User Experience (UX) design methods, with excellent attention to detail. Experience across a wide range of technologies will be beneficial, for example, PHP, Symphony, ASP.NET MVC, .NET Core, SharePoint and Angular projects.	5+ years

Specifications for Business Applications (BA) Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
A11.1	Front-end Developer PHP	Senior	Relevant NQF 6 Qualification	Senior software development skills using the following technologies: PHP7.4+; modern PHP templating engines such as Twig or Blade; Expertise in Bootstrap; CSS3; JQuery; HTML5; JavaScript (ES6); GIT; NPM; Composer. Understand the project requirements and functional specifications, and then design, build and maintain modular, responsive, well-documented, cross-browser-tested User interfaces. Deliver on time, every iteration/sprint. Using and applying modern agile software development tools and methodologies including Continues Integration. Setup local development environment (e.g. Podman, Docker or XAMPP) to test front-end rendering.	5+ years
A12.1	Backend Developer PHP	Senior	Relevant NQF 6 Qualification	Senior software development skills using: Object Oriented PHP7.4+; MariaDB/MySQL database design and optimisation; PHP frameworks (Symfony or Laravel); Building and maintaining secure RESTful APIs and microservices; Dependency management via Composer; Knowledge and understanding of coding standards, best practices, design principles, and Continuous Integration; Setup and maintenance of local, dev environments (e.g. Podman, Docker or XAMPP) including web and database server configuration.	5+ years
A13.1	Power Platform Developer	Senior	Relevant NQF 6 Qualification, Relevant Microsoft certification will be beneficial	Participate in all phases of the software application development life cycle with an emphasis on building functional apps, automation logic and data models. Experience with the following technologies is required: Power Apps, Power Automate, DataVerse, Power BI, Power Pages/Liquid, Power Apps Studio, Power Fx/DAX, C# (for plugins), Custom Connectors, Visual Studio Code. Some experience with the following technologies will be beneficial: SharePoint Online, PowerShell, Microsoft Graph API.	5+ years
A14.1	Quality Assurance Manual Tester	Senior	Relevant NQF 6 Qualification, Relevant Microsoft certification will be beneficial	Testing and quality assurance of a software solution from a Functional Analyst, visual and user experience perspective, including test support, user documentation and training delivery. Preparation and execution of test cases, test plans and drafting of test documentation. Experiences in the development of training material/user documentation and sometimes facilitating training sessions. Must be experienced in Negative, Positive, Functional, and Non-Functional testing. Must be skilled with Azure DevOps, specifically the Test Plans, Test Suites and Test Runs, and creating Bugs for the project teams.	5+ years

Specifications for Business Applications (BA) Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
A15.1	UI/UX Designer	Senior	Relevant NQF 6 Qualification (B-degree or Diploma in Graphic Design, or Multimedia)	Expertise in User Interface design principles and User Experience design methods; Proficiency in design tools (Figma, Adobe XD, or Sketch) to create prototypes and wireframes; Ability to translate functional specifications into graphic designer artefacts; Deep understanding of responsive design, accessibility standards, and corporate branding; Experience with User Research and Usability Testing.	5+ years

C.5.6) Resources and Skills Requirements for Category B - Distributed Computing (DC)

The Distributed Computing branch is responsible for end user support (front facing) and optimization in end user experiences. From the imaging of the desktop or Laptop for user readiness to User Identification, Messaging Collaboration and Archiving, Printing Solutions to a Single Point of Contact the Service Desk, where users can call for support. The branch currently supports over 20000 Computer users in more than 750 sites across the City of Cape Town. Distributed Computing branch consists of the following sections:

- Front End Services (Desktop Support, Printing Solutions etc.)
- Messaging and Collaboration (Email, Video Conferencing, Archiving, SMS)
- Directory Services (Active Directory, User Profiling and Authentication, Software Deployment and Identity Lifecycle Management)
- Service Management (Service Desk, IT Change Management, Problem Management and Customer Relationship Management).

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
B01. Active Directory Administrator					
B01.1	Active Administrator Directory	Junior	National Diploma/Degree or relevant technical certification (MCSE)	Relevant Microsoft Certified Systems Engineer Certification in Domain Services and Azure Entra ID and experience in managing an Enterprise Directory and Cloud Services implementation. AD back-end experience, with ITIL Foundation knowledge.	2 years
B01.2	Active Administrator Directory	Intermediate	National Diploma/Degree or relevant technical certification (MCSE)	Relevant Microsoft Certified Systems Engineer. Certification in Domain Services and Azure Entra ID and experience in managing an Enterprise Directory and Cloud Services implementation. AD back-end Experience, with ITIL Foundation knowledge.	4 years
B01.3	Active Administrator Directory	Senior	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer. Certification in Active Directory Domain Services and Azure Entra ID and experience in managing an Enterprise Directory and Cloud Services implementation. AD back end Experience, including DNS, GPO and DHCP Configuration and Conditional Access Policies, include MFA, and administration in an enterprise Environment, with ITIL Foundation knowledge.	7 years
B01.4	Active Administrator Directory	Principal	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems. Engineer certification in Domain Services and experience in managing an Enterprise Directory Services implementation. AD back-end experience, including DNS, GPO and DHCP architecture and design in an enterprise environment with ITIL Foundation knowledge.	8 years
B02. Change Analyst					
B02.1	Change Analyst	Junior	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience.	2 years
B02.2	Change Analyst	Intermediate	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience.	4 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
			experience.		
B02.3	Change Analyst	Senior	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience.	7 years
B02.4	Change Analyst	Principal	National Diploma / Degree or ITIL Foundation Certification / Practitioner Level Certification and 3 years' experience.	Relevant Change Management ITIL certification and experience. IT Change Management experience, including implementation experience of ITIL Processes.	8 years
B03. Enterprise Email Archive Systems Administrator					
B03.1	Enterprise Email Archive System Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Mandatory: Certified in Veritas Enterprise Vault Archiving. Recommended: Knowledge of MS Active Directory; TCP/IP Networking & Firewall Rules.	Relevant Veritas Enterprise Vault Systems Engineer certification with a focus on Veritas Enterprise Vault, Microsoft Exchange Messaging Services implementation. Experience in Architecting/Designing Exchange M365 Email & Exchange Online Archive solutions. Extensive working knowledge of PowerShell & TCP/IP. Strong working knowledge and experience in Purview and eDiscovery. Strong working knowledge, experience and skills in reporting using MS Power BI.	8 years
B04. IT Trainer Manager					
B04.1	IT Trainer Manager	Principal	Relevant B-Degree	Analyse the business training needs in order to identify how the training interventions will add value to the individual and the business; Design and Develop training material related to the productivity tools used within the business; Develop competency based assessments; Facilitate training	8 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
				interventions to ensure maximum knowledge transfer; Track and Evaluate delegate feedback; Compile Training reports; The IT Trainer will provide technical support to all users; The IT Trainer will also support project and change management teams in training new processes; Research and self-study to keep abreast of new developments in Information Technology and the training field.	
B05. Microsoft Exchange Administrator					
B05.1	Microsoft Exchange Online Administrator	Junior	National Diploma/Degree or relevant technical certification (MCSE Messaging). Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP Networking & Firewall Rules.	Experienced in an ITIL environment, Microsoft Exchange Online & Outlook 2016/Classic user administration. Experienced in administering Exchange backend system, user profiling and transport rules. Strong working knowledge, experience and skills in reporting using MS Power BI.	2 years
B05.2	Microsoft Exchange Online Administrator	Intermediate	National Diploma/Degree or relevant technical certification (MCSE Messaging). Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP Networking & Firewall Rules.	Experience in an ITIL environment, Microsoft Exchange Online and Exchange 2019SE back-end experience. Administering back-end system communication protocols and rules. Experienced in DNS, Microsoft Active Directory, EntraID and TCP/IP. Troubleshooting system communications issues on both internal and internet communications. Strong working knowledge, experience and skills in reporting using MS Power BI.	4 years
B05.3	Microsoft Exchange Online Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE Messaging). Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge	Experience in an ITIL environment, Microsoft Exchange Online & Exchange 2019SE & Outlook 2016/Classic user administration, Microsoft Exchange 2019SE backend Experience. Managing transport rules, system updates & testing using WSUS, Patch Management. Reporting using PowerShell & SCOM. Configuration and administration in an enterprise Microsoft Exchange Hybrid environment. Strong	8 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
			of MS Active Directory & EntraID; SAN technologies and TCP/IP Networking & Firewall Rules.	working knowledge, experience and skills in reporting using MS Power BI.	
B05.4	Microsoft Exchange Online Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE Messaging). Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory & EntraID; SAN technologies and TCP/IP Networking & Firewall Rules.	Relevant Microsoft Exchange Online & MS Exchange 2019SE user administration and system back end experience. Administering back-end system in all communication modalities. Troubleshooting system communications & configuration issues. Strong understanding and working knowledge of Purview and eDiscovery. Managing transport rules, system updates & testing using WSUS, Patch Management. Reporting using PowerShell & SCOM. Configuration and administration in an enterprise Microsoft Exchange Hybrid environment. Strong working knowledge, experience and skills in reporting using MS Power BI.	8 years
B06. MS Teams					
B06.1	Microsoft Collaboration System Administrator for MS Teams	Junior	National Diploma/Degree or relevant technical certification (MCSE Messaging), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP.	1-2 Years Microsoft MS Teams user administration. Intermediate Level: 3-4 Years Microsoft MS Teams back end experience. Administering back-end system communication. Troubleshooting system communications issues. Strong working knowledge, experience and skills in reporting using MS Power BI.	2 years
B06.2	Microsoft Collaboration System Administrator for MS Teams	Intermediate	National Diploma/Degree or relevant technical certification (MCSE Collaboration Systems), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE	Microsoft MS Teams back-end experience. Administering back-end system communication. Troubleshooting system communications issues. Strong working knowledge, experience and skills in reporting using MS Power BI.	4 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
			Messaging/Collaboration; Recommended: Knowledge of MS Active Directory & EntraID; SAN technologies and TCP/IP.		
B06.3	Microsoft MS Teams Collaborations System Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE Messaging/Collaboration), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging/Collaboration; Recommended: Knowledge of MS Active Directory & EntraID; SAN technologies and TCP/IP.	Microsoft Teams back-end Experience. Managing telephony communication via Oracle Acme Packet SBC. Managing Oracle Acme Packet, system updates & testing, Patch Management. Reporting using PowerShell & SCOM. Configuration and administration in an enterprise MS Teams environment. Strong working knowledge, experience and skills in reporting using MS Power BI.	7 years
B06.4	Microsoft MS Teams System Administrator for Business Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE Messaging/Collaboration), with 5 years' experience in an ITIL environment. Mandatory: ITIL Foundation; Mandatory: MCSE Messaging/Collaboration; Recommended: Knowledge of MS Active Directory; SAN technologies and TCP/IP.	Experience in an ITIL environment, MS Teams, Microsoft Exchange Online & Outlook 2016/Classic user administration, Microsoft Exchange backend & Microsoft MS Teams Experience. Experience in Architecting/Designing of MS Teams Hybrid Solutions. Extensive working knowledge of PowerShell & TCP/IP and Oracle SBC rules for MS Teams Telephony. Strong understanding and working knowledge of Purview, Microsoft Defender for Office and Azure Communications Services. Strong working knowledge, experience and skills in reporting using MS Power BI.	8 years
B.07. Problem Analyst					
B07.1	Problem Analyst	Junior	National Diploma or ITIL Practitioner Level certification	Problem management experience. Microsoft Certified Engineer and Cisco Certified Network Associate certified. Knowledge and experience in Project management. Networking Experience.	2 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
B07.2	Problem Analyst	Intermediate	National Diploma or ITIL Practitioner Level certification	Problem management experience. Microsoft Certified Engineer and Cisco Certified Network Associate certified. Knowledge and experience in Project management. Networking Experience.	4 years
B07.3	Problem Analyst	Senior	National Diploma or ITIL Practitioner Level certification	Problem management experience. Microsoft Certified Engineer and Cisco Certified Network Associate certified. Knowledge and experience in Project management. Networking Experience.	7 years
B07.4	Problem Analyst	Principal	National Diploma or ITIL Practitioner Level certification	Problem management experience, including implementation experience of ITIL Processes. Microsoft Certified Engineer and Cisco Certified Network Associate certified. Knowledge and experience in Project management. Networking Experience.	8 years
B08. Project Manager					
B.08.1	Project Manager	Principal	Project Management certification.	Knowledge and experience in implementing and managing large scale Distributed Computing projects. Mandatory: Valid driver's license and own vehicle.	8 years
B.09. Quality Assurance Analyst					
B09.1	Quality Assurance Analyst	Senior	Relevant National Diploma.	Relevant ITIL certification and experience as Quality Assurance Analyst in an IT Service Desk environment.	5 years
B10. Service Desk Agent					
B.10.1	Service Desk Agent	Junior	Relevant National Certificate and ITIL Foundation	A+ certification, N+ certification and relevant ITIL certification and experience in IT Call Centre environment. Mandatory: Shift work.	2 years
B11. Service Level Manager (SLM)					
B11.1	Service Level Manager (SLM)	Senior	Relevant B-Degree	Relevant ITIL certification and experience in IT Service Management operations and implementation within a big organization.	5 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
B.12. Software Deployment Administrator					
B.12.1	Software Deployment Administrator	Junior	National Diploma / Degree or relevant technical certification (MCSE)	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. SCCM and InTune back-end experience.	2 years
B.12.2	Software Deployment Administrator	Intermediate	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. SCCM and InTune back-end experience.	4 years
B.12.3	Software Deployment Administrator	Senior	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. SCCM and InTune back-end Experience, including WSUS, Patch Management.	7 years
B.12.4	Software Deployment Administrator	Principal	National Diploma/Degree or relevant technical certification (MCSE).	Relevant Microsoft Certified Systems Engineer certification in software deployment and experience in software deployment and update services in a large scale enterprise environment. 8+ Years SCCM and Intune back-end Experience, including WSUS, Conditional Access Policies, Patch Management architecture, including AutoPatch and design in an enterprise environment with ITIL Foundation knowledge. SQL, Power BI and PowerShell knowledge is also required.	8 years
B13. Technical Writer					
B13.1	Technical Writer	Junior	National Diploma/Degree or relevant technical certification.	Experience in report writing, business and technical and presentation. Ability to present complex technical reports in business terms and data analytics. Advanced experienced in Microsoft Office / Office 365 products.	2 years
B13.2	Technical Writer	Intermediate	National Diploma/Degree or relevant technical certification	Experience in report writing, business and technical and presentation. Ability to present complex technical reports in	4 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
			certification.	business terms and data analytics. Advanced experienced in Microsoft Office / Office 365 products, including excellent communication skills, both verbal and written. Experience in data analytics and process building.	
B13.3	Technical Writer	Senior	National Diploma/Degree or relevant technical certification.	Experience in report writing, business and technical and presentation. Ability to present complex technical reports in business terms and data analytics. Advanced experienced in Microsoft Office / Office 365 products, including excellent communication skills, both verbal and written. Experience in data analytics and process building. PowerShell Scripting is also advantageous.	7 years
B13.4	Technical Writer	Principal	National Diploma/Degree or relevant technical certification.	Demonstrated technical writing skills and document authoring; Good communication skills both written and verbal; Ability to identify complex information needs of the department and organise and develop documentation that addresses those needs; Knowledge of advanced Microsoft Suite of products and Technical Writing tools; Ability to translate complex IT technical jargon into easy understandable language catering for all audiences.	8 years
B14. Video Conference Engineer					
B14.1	Video Engineer Conference	Junior	National Diploma/Degree or relevant technical video conference systems certification	Relevant Video Conference Certified Systems Engineer certification in Video Conference Systems and experience in managing a Video Bridge implementation. Video End Point management experience.	2 years
B14.2	Video Engineer Conference	Intermediate	National Diploma/Degree or relevant technical certification (PVCE).	Relevant Video Conference Certified Systems Engineer certification in Specialised Video Conference Systems and experience in managing a Video Bridge implementation. Installation of Video Conferencing endpoints; Managing of Video Conference call on the Video Bridge.	4 years
B14.3	Video Engineer Conference	Senior	National Diploma/Degree or relevant technical certification (PVCE).	Relevant Video Conference Certified Systems Engineer certification in Polycom Video Conference Systems and experience in managing a Specialised Video Conference	7 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
				Bridge implementation. Video Conference endpoints installation and management; Video Conference Bridge management; Call testing and call scheduling; Implementing call automation solutions; Monitoring of Video & Audio call quality and optimization.	
B14.4	Video Conference Engineer	Principal	National Diploma/Degree or relevant technical certification (PVCE).	Relevant Video Conference Certified Systems Engineer certification in any specialised Video Conference Systems and experience in managing a Video Bridge implementation. Implementing and documenting video conferencing system following ITIL Processes; Implementing and facilitating adoption and awareness programmes for Video & Audio Conference Systems. Architecting & Designing of Video & Audio Conference systems.	8 years
B15. Integration Specialist					
B15.1	Integration Specialist	Principal	Relevant Technology based certification and/or qualification.	Demonstrated strong technical analysis and research ability in Communications Technology Systems. Domain specific experience in Unified Communications solutions design and implementation. Comprehensive understanding of the ICT Infrastructure landscapes and how all layers of the ISO stack are integrated. Strong communication and documentation and technical writing ability. Up to date with current Unified Communications technologies. Ensuring business requirements related to technology are defined and addressed. Identify relevant technology solutions to overcome business problems and assuring the realization of business benefits. Architecture Design: designing various architectures for efficient project working. Strong Project Management Competency.	8 years
B15.2	M365 Professional for OneDrive and SharePoint Online	Principal	Relevant Technology based certification and/or qualification.	Experienced and can demonstrate strong technical analysis and research ability in M365. Experienced in Site design, administration & maintenance. Strong working knowledge in managing sharing & access permissions. Experienced in managing storage limits and user account management. Service Configuration by set up and maintain SharePoint and OneDrive for optimal performance. License Management by	5 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
				assigning and monitoring licenses. Security Implementation by enforcing MFA, DLP, and other security policies. Issue Resolution by troubleshooting user problems. Monitoring and Updates by tracking service health and implementing updates. Strong working knowledge, experience and skills in reporting using MS Power BI.	
B15.3	M365 Purview Specialist	Principal	IT Degree or relevant technical Microsoft certification.	Experienced in design, develop, and deploy solutions using Microsoft Purview for data governance and compliance. Experienced in integrating Microsoft Purview with various data sources and platforms to establish seamless data lineage, metadata management, and governance workflows. Strong working knowledge in configuring data classification, labelling, and sensitivity policies. Cross-team collaboration with data architects, analysts, and other IT teams. Maintain and optimize Purview services. Experienced in developing and implementing data discovery processes. Monitor and troubleshoot Purview services. Affluent in documenting technical specifications, best practices, and governance workflows. Strong working knowledge, experience and skills in reporting using MS Power BI.	6 years
B16. Solution Architect					
B16.1	Solution Architect	Extensive Principal	IT Degree or Background in both hardware and software. Relevant technical certification (MCSE).	Extensive knowledge of computer systems, operating systems (Microsoft/Unix), system security measures, database management and web platforms. Excellent ability to communicate technical information to lay persons, especially to management. Solutions architecture and design in an enterprise environment with ITIL knowledge.	8 years
B17. ITSM Technical Consultant					
B17.1	ITSM Consultant	Technical Intermediate	ITIL Intermediate Certification; Project Management Certification	Deploy/Implement ITSM solution (maintaining and troubleshooting those solutions), Configure ITSM Tool to align with IT Processes, Integration between ITSM tool and other systems.	5+ years
B17.2	ITSM	Technical Senior	ITIL Intermediate	Deploying/Implementing ITSM solution (maintaining and	10+ years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
	Consultant		Certification; ITIL Managers/Expert Certification (advantageous); Project Management Certification; National Diploma in IT or equivalent.	troubleshooting those solutions), Configure ITSM Tool to align with IT Processes, Integration between ITSM tool and other systems, Advise on ITIL best practice and methodology.	
B18. Service Level Management Specialist					
B18.1	Service Level Management Specialist	Intermediate	ITIL Intermediate Certification; Project Management Certification	Ensure that all IT Service Management processes, Operational Level Agreements (OLAs) and Service Level Agreements (SLAs) are in place as agreed upon. ITSM Tool configuration for OLA/SLA targets. Assist with negotiating Service Level Agreements and ensuring that these are met. Configure Workflows & Notifications.	5+ years
B18.2	Senior Service Level Management Specialist	Senior	ITIL Intermediate Certification; ITIL Managers/Expert Certification (advantageous); Project Management Certification; National Diploma in IT or equivalent.	Design, Configure & Implement a Service Level Management Process. Assist in facilitating the developing of OLAs between relevant stakeholders within IS&T. Assist with drawing up and implementation of SLAs between IS&T and CCT Business units. OLA/SLA Metrics and Reporting. Configure Workflows & Notifications. Ability to communicate effectively with Senior as well as Junior CCT staff in both technical and non-technical language.	8+ years
B19. Product Specialist					
B19.1	Product Specialist	Intermediate	ITIL Intermediate Certification; Project Management Certification	Subject Matter Expert (SME) for the ITSM Solution who will be responsible for any additional configuration for the ITSM Solution.	5+ years
B20. ITSM Asset and Configuration Management Specialist					
B20.1	ITSM Asset and Configuration Management Specialist	Intermediate	ITIL Intermediate Certification; Project Management Certification	Integration with current Asset Management system. Create and maintain the base level for configuration items (CIs) and related information in the CMDB. Responsible for ensuring ICT hardware and software assets and their configurations are known, recorded and accessible. Responsible for maintaining the relationships between the configuration items that make up the services, systems and applications used by the	5+ years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
				business. Configure Workflows & Notifications.	
B20.2	Senior ITSM Asset and Configuration Management Specialist	Senior	ITIL Intermediate Certification; ITIL Managers/Expert Certification (advantageous); Project Management Certification; National Diploma in IT or equivalent.	Design, Configure & Implement an Asset and Configuration Management Database. Integration with current Asset Management system. Create and maintain the base level for configuration items (CIs) and related information in the CMDB. Responsible for ensuring ICT hardware and software assets and their configurations are known, recorded and accessible. Responsible for maintaining the relationships between the configuration items. Configure Workflows & Notifications.	8+ years
B21. Product Specialist					
B21.1	Product Specialist	Senior	ITIL Intermediate Certification; ITIL Managers/Expert Certification (advantageous); Project Management Certification; National Diploma in IT or equivalent.	Subject Matter Expert (SME) for the ITSM Solution who will be responsible for any additional configuration for the ITSM Solution.	8+ years
B22. Report Writer					
B22.1	Report Writer	Intermediate	National Diploma in IT or equivalent; Data Analytics Certification; ITIL Foundation Certification	Responsible for taking raw information from data queries and translating that information to a target audience in a form that is clear and easy to understand. Operational ITSM Reporting.	5+ years
B22.2	Senior Report Writer	Senior	National Diploma in IT or equivalent; Project Management Certification; Data Analytics Certification; ITIL Foundation Certification	Responsible for taking raw information from data queries and translating that information to a target audience in a form that is clear and easy to understand. Tactical & Strategic ITSM Reporting.	8+ years
B23. Developer					
B23.1	Developer	Intermediate	ITIL Foundation Certification; National Diploma in IT or equivalent	Responsible for supporting the development, implementation and support of the IT Service Management system. Provide technical solutions to resolve any identified problems within the ITSM tool.	5+ years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
B23.2	Senior Developer	Senior	National Diploma in IT or equivalent; Project Management Certification; Data Analytics Certification; ITIL Foundation Certification	Responsible for supporting the development, implementation and support of the IT Service Management system. Provide technical solutions to resolve any identified problems within the ITSM tool.	8+ years
B24. Business Analyst					
B24.1	Business Analyst	Intermediate	ITIL Intermediate Certification; Project Management Certification	Analyse and model business requirements. Translate business requirements into systems design and technical specifications. Drawing up of Process Documentation and Implementation Plans. Reporting.	5+ years ITSM experience
B24.2	Senior Business Analyst	Senior	National Diploma in IT or equivalent; ITIL Intermediate Certification; Project Management Certification	Analyse and model business requirements. Translate business requirements into systems design and technical specifications. Drawing up of Process Documentation and Implementation Plans. Reporting. Ability to communicate effectively with Senior as well as Junior CCT staff in both technical and non-technical language.	8+ years ITSM experience
B25. Escalations Management					
B25.1	Incident Communications / Escalations Coordinator	Intermediate	ITIL Foundation Certification; National Diploma in IT or equivalent	The core focus of this position is to do: Pro-active Incident Management. Liaise with IT Technical teams during an outage. Ensure end-to-end communication to all relevant stakeholders in the event of a major outage/service disruption.	5+ years
B26. DC Voice / Internet					
B26.1	Senior Voice Engineer	Senior	Relevant technical certification	Experienced in VoIP, including SIP, Trunks, Advanced Call Features. Skilled, Trained or Certified in Oracle SBC, Oracle OCOM and Cisco Broadsoft. Ability to interpret SIP messages for VoIP troubleshooting. Knowledgeable of setting up IP Phones, setting up and managing profiles. Basic understanding of networking, including DHCP, VLANs and IP routing. Basic Red Hat Linux and Windows Administration. Knowledgeable of Call Centre VoIP Environments.	3 years
B26.2	Senior Backend/Frontend	Senior	Relevant technical certification	Experienced in Systems Development. Knowledgeable of TMS Billing, Usage and Reporting Systems for VoIP and	5 years

Specifications for Distributed Computing (DC)

Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
	Developer (Billing, Usage and Reporting Systems)			Internet usage. Understanding of Voice CDR and Internet Usage Logs. Highly Skilled and experienced in OpenSearch/ElasticSearch Platform, including FileBeats, Kibana. Skilled and Experienced in .net Core, Java, JavaScript, Node.js, Angular, Perl, Go-Lang, RabbitMQ, Rest API. Skilled and Experienced in Docker. Skilled and experienced in Database Platforms, preferably MS SQL. Basic Red Hat Linux and Windows Administration.	
B26.3	Senior Systems Architect (Billing, Usage and Reporting Systems)	Senior	Relevant technical certification	Experienced in Systems Development, Design and Architecture. Knowledgeable of TMS Billing, Usage and Reporting Systems for VoIP and Internet usage. Understanding of Voice CDR and Internet Usage Logs. Understanding of Frontend and Backend Systems Development. Highly Skilled and experienced in OpenSearch/ElasticSearch Platform, including FileBeats, Kibana. Skilled and Experienced in .net Core, Java, JavaScript, Node.js, Angular, Perl, Go-Lang, RabbitMQ, Rest API.	5 years

C.5.7) Resources and Skills Requirements for Category C - ERP Support Centre (ESC)

The ERP Support Centre Branch is responsible for the maintenance and support of the SAP Application across the following Modules:

Finance, Human Resources, Revenue(ISU), Flexible Real Estate, Infrastructure Life Cycle Management, Integrated Services, (including Customer Relationship Management(CRM) and Digital Services (including Public Service Records Management (PSRM) Business Partner, eServices and BI/BW/BW4HANA & SAC), Software Development and User Support, (including Governance, Risk and Compliance (GRC)).

In addition, the ESC is responsible for implementing new or enhancing existing SAP Solutions by adhering to ASAP Project Management methodology. Key project resources are required, such as, Project Managers, Solution Architects, Business Analysts, Functional Analysts, SAP Developers, Testers, Change Managers and SAP Trainers.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C01 ABAP Object Oriented Developer					
C01.1	ABAP Object Oriented Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in ABAP Object Oriented Testing and Debugging functions related to the implementation and enhancement of SAP modules.	5+
C01.2	ABAP Object Oriented Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in ABAP Object Oriented Testing and Debugging functions related to the implementation and enhancement of SAP modules.	8+
C02 Agency Developer					
C02.1	Agency Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Agency. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C02.2	Agency Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Agency. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C03 Application Tester					
C03.1	Application Tester	Senior	Bachelor's level degree or SAP related qualification	Ability to test application in all required SAP testing phases.	5+
C03.2	Application Tester	Principal	Bachelor's level degree or SAP related qualification	Ability to test application in all required SAP testing phases.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C04 BW Functional Analyst					
C04.1	Senior BW Functional Analyst	Senior	SAP BW Certification	SAP BW System Configuration and Setup. Analysis and Solution Implementation. Project Execution.	5+
C04.2	Principal BW Functional Analyst	Principal	SAP BW Certification	SAP BW System Configuration and Setup. Analysis and Solution Implementation. Project Execution.	8+
C04.3	SME Specialist BW Functional Analyst	Expert	SAP BW Certification	SAP BW System Configuration and Setup. Analysis and Solution Implementation. Project Execution.	10+
C05 SAP Change Manager					
C05.1	SAP Change Manager	Senior	Recognized Change Management accreditation/qualification	Experience in at least one of the following areas, but with a working knowledge of all: Change Management, Transformation Management, Organizational Design & Development, Communication, Leadership Development, Training Management. The ability to deliver Change Management solutions and documentation to the highest standards.	5+
C05.2	SAP Change Manager	Principal	Recognized Change Management accreditation/qualification	Experience in at least one of the following areas, but with a working knowledge of all: Change Management, Transformation Management, Organizational Design & Development, Communication, Leadership Development, Training Management. The ability to deliver Change Management solutions and documentation to the highest standards.	8+
C06 GRC Access Request Management Functional Analyst					
C06.1	GRC Access Request Management Functional Analyst	Senior	SAP GRC Certification	GRC System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	5+
C06.2	Principal GRC Access Request Management Functional Analyst	Principal	SAP GRC Certification	GRC System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C06.3	SME Specialist GRC Access Request Management Functional Analyst	Expert	SAP GRC Certification	GRC System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	10+
C07 Mobile Developer (Java Script and Angular)					
C07.1	Mobile Developer (Java Script and Angular)	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Java Script and Angular Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C07.2	Mobile Developer (Java Script and Angular)	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Java Script and Angular Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C08 Java Mobile Developer (Java Script)					
C08.1	Mobile Developer (Java Script)	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Java Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C08.2	Mobile Developer (Java Script)	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Java Mobile. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C09 SAP (FI CO) Management Accounting Functional Analyst					
C09.1	SAP (FI CO) Management Accounting Functional Analyst	Senior	SAP FI Certification	FI CO Configuration and Set-up. Analysis and Solution. SAP Profit Centre Accounting and Integration between modules. CATT's, Quick Test, Conversion Tools, LSMW & Project Execution.	5+
C09.2	SAP (FI CO) Management Accounting Functional Analyst	Principal	SAP FI Certification	FI CO Configuration and Set-up. Analysis and Solution. SAP Profit Centre Accounting and Integration between modules. CATT's, Quick Test, Conversion Tools, LSMW & Project Execution.	8+
C10 SAP Accounts Payable (AP) Functional Analyst					
C10.1	SAP Accounts Payable (AP) Functional Analyst	Senior	SAP AP Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+
C10.2	SAP Accounts Payable (AP) Functional Analyst	Principal	SAP AP Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+
C10.3	SAP Accounts Payable (AP) Functional Analyst	Expert	SAP AP Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+
C10.4	SME Specialist SAP Accounts Payable (AP) Solution Architect	Expert	SAP AP Certification	SAP AP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+
C11 SAP Authorisations Functional Analyst					
C11.1	SAP Authorisations Functional Analyst	Senior	SAP Authorisations Certification	SAP Authorisation System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+
C11.2	SAP Authorisations Functional Analyst	Principal	SAP Authorisations Certification	SAP Authorisation System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C11.3	SME Specialist SAP Authorisations Functional Analyst	Expert	SAP Authorisations Certification	SAP Authorisation System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+
C12 SAP BPC Solution Architect					
C12.1	SAP BPC Solution Architect	Senior	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. Advanced SAP BPC NW10.1 (Standard/Embedded) solution design and configuration skills for financial modelling and detailed planning. Knowledge of BW 7.4 and the SAP Netweaver landscape and integration with other SAP solutions on the Netweaver platform. SAP ABAP/programming skills will be advantageous. Project Execution.	5+
C12.2	SAP BPC Solution Architect	Principal	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. Advanced SAP BPC NW10.1 (Standard/Embedded) solution design and configuration skills for financial modelling and detailed planning. Knowledge of BW 7.4 and the SAP Netweaver landscape and integration with other SAP solutions on the Netweaver platform. SAP ABAP/programming skills will be advantageous. Project Execution.	8+
C12.3	SME Specialist SAP BPC Solution Architect	Expert	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. Advanced SAP BPC NW10.1 (Standard/Embedded) solution design and configuration skills for financial modelling and detailed planning. Knowledge of BW 7.4 and the SAP Netweaver landscape and integration with other SAP solutions on the Netweaver platform. SAP ABAP/programming skills will be advantageous. Project Execution.	10+
C13 SAP BPC Techno-Functional Analyst					
C13.1	SAP BPC Techno-Functional Analyst	Senior	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. SAP BPC NW10.1 (Standard) EPM front-end skills (EPM Reporting/Input Schedules). High-level understanding of SAP BW 7.4 integration with BPC. Programming and/or Visual Basic skills will be advantageous. Project Execution.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C13.2	SAP BPC Techno-Functional Analyst	Principal	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. SAP BPC NW10.1 (Standard) EPM front-end skills (EPM Reporting/Input Schedules). High-level understanding of SAP BW 7.4 integration with BPC. Programming and/or Visual Basic skills will be advantageous. Project Execution.	8+
C13.3	SME Specialist SAP BPC Techno-Functional Analyst	Expert	SAP BPC Certification	SAP BPC Configuration and Set-up. Analysis and Solution. SAP BPC NW10.1 (Standard) EPM front-end skills (EPM Reporting/Input Schedules). High-level understanding of SAP BW 7.4 integration with BPC. Programming and/or Visual Basic skills will be advantageous. Project Execution.	10+
C14 SAP Business Partner (BP) Functional Analyst					
C14.1	SAP Business Partner (BP) Functional Analyst	Senior	SAP BP Certification	SAP BP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+
C14.2	SAP Business Partner (BP) Functional Analyst	Principal	SAP BP Certification	SAP BP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+
C14.3	SME Specialist SAP Business Partner (BP) Solution Architect	Expert	SAP BP Certification	SAP BP System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+
C15 SAP Case Management (CM) Functional Analyst					
C15.1	SAP Case Management (CM) Functional Analyst	Senior	Relevant tertiary qualification	SAP CM System Configuration and Setup. Analysis and Solution implementation. Project Execution.	5+
C15.2	SAP Case Management (CM) Functional Analyst	Principal	Relevant tertiary qualification	SAP CM System Configuration and Setup. Analysis and Solution implementation. Project Execution.	8+
C15.3	SAP Case Management (CM) Solution Architect SME Specialist	Expert	Relevant tertiary qualification	SAP CM System Configuration and Setup. Analysis and Solution implementation. Project Execution.	10+
C16 SAP Contact Centre CRM Integrator Functional Analyst					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C16.1	SAP Contact Centre CRM Integrator Functional Analyst	Senior	Related SAP Certification	SAP Contact Centre CRM Integrator. System Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+
C16.2	SAP Contact Centre CRM Integrator Functional Analyst	Principal	Related SAP Certification	SAP Contact Centre CRM Integrator. System Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C17 SAP Contact Centre Telephony Functional Analyst					
C17.1	SAP Contact Centre Telephony Functional Analyst	Senior	Related SAP Certification	SAP Contact Centre Telephony. System Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+
C17.2	SAP Contact Centre Telephony Functional Analyst	Principal	Related SAP Certification	SAP Contact Centre Telephony. System Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C18 SAP CRM Developer					
C18.1	SAP CRM Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP CRM. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C18.2	SAP CRM Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP CRM. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C18.3	SME Specialist SAP CRM Developer	Expert	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP CRM. Testing and debugging functions related to the implementation and enhancement of SAP modules.	10+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C19 SAP CRM Investigative Case Management (ICM) Functional Analyst					
C19.1	SAP CRM Investigative Case Management (ICM) Functional Analyst	Senior	SAP CRM ICM Certification	SAP CRM ICM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C19.2	SAP CRM Investigative Case Management (ICM) Functional Analyst	Principal	SAP CRM ICM Certification	SAP CRM ICM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C20 SAP CRM Service Management Functional Analyst					
C20.1	SAP CRM Service Management Functional Analyst	Senior	SAP CRM Certification	SAP CRM Service Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C20.2	SAP CRM Service Management Functional Analyst	Principal	SAP CRM Certification	SAP CRM Service Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C21 SAP EHS (Environment, Health & Safety) Contractor					
C21.1	SAP EHS (Environment, Health & Safety) Contractor	Senior	SAP EHS Certification	SAP HCM EHS Basic Configuration. HCM Integration beneficial.	5+
C21.2	SAP EHS (Environment, Health & Safety) Contractor	Principal	SAP EHS Certification	SAP HCM EHS Basic Configuration. HCM Integration beneficial.	8+
C22 SAP e-Services Functional Analyst					
C22.1	SAP eServices Functional Analyst	Senior	SAP experience & 1 Project Implementation.	SAP eServices System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C22.2	SAP eServices Functional Analyst	Principal	SAP experience & many Project Implementations.	SAP eServices System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C22.3	SME Specialist SAP eServices Solution Architect	Expert	SAP experience & many eServices Project Implementations.	SAP portal Configuration and Set-up. Analysis and Solution. Advanced SAP portal solution design and configuration skills for single view of the customer (business partner). Knowledge of integration with other SAP solutions. SAP ABAP/programming skills will be advantageous. Project Execution.	10+
C23 SAP FI Treasury Functional Analyst					
C23.1	SAP FI Treasury Functional Analyst	Senior	SAP FI Certification	SAP FI Treasury System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C23.2	SAP FI Treasury Functional Analyst	Principal	SAP FI Certification	SAP FI Treasury System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C24 SAP Finance (FI) Functional Analyst					
C24.1	SAP Finance (FI) Functional Analyst	Senior	SAP FI Certification	FI Configuration and Set-up. Analysis and Solution Implementation. SAP New GL, SAP Profit Centre Accounting and Integration between modules. Project Execution.	5+
C24.2	SAP Finance (FI) Functional Analyst	Principal	SAP FI Certification	FI Configuration and Set-up. Analysis and Solution Implementation. SAP New GL, SAP Profit Centre Accounting and Integration between modules. Project Execution.	8+
C25 SAP Folders Management (FM) Functional Analyst					
C25.1	SAP Folders Management (FM) Functional Analyst	Senior	SAP FM Certification	SAP FM Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+
C25.2	SAP Folders Management (FM) Functional Analyst	Principal	SAP FM Certification	SAP FM Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C26 SAP Geo-Enablement PM Functional Analyst					
C26.1	SAP Geo Enablement (Geo.e) PM Functional Analyst	Senior	SAP GEO.e Certification	SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C26.2	SAP Geo Enablement (Geo.e) PM Functional Analyst	Principal	SAP GEO.e Certification	SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C27 SAP Geo-Enablement REM Functional Analyst					
C27.1	SAP Geo Enablement (Geo.e) REM Functional Analyst	Senior	SAP GEO.e Certification	SAP Geo.e REM Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+
C27.2	SAP Geo Enablement (Geo.e) REM Functional Analyst	Principal	SAP GEO.e Certification	SAP Geo.e REM Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C28 SAP Geo-Enablement Case Functional Analyst					
C28.1	SAP Geo Enablement (Geo.e) Case Functional Analyst	Senior	SAP GEO.e Certification	SAP Geo.e Case Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+
C28.2	SAP Geo Enablement (Geo.e) Case Functional Analyst	Principal	SAP GEO.e Certification	SAP Geo.e Case Configuration. SAP Geo.e Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C29 SAP HANA Authorisations Functional Analyst					
C29.1	SAP HANA Authorisations Functional Analyst	Senior	Related SAP Certification	SAP HANA Authorisations. Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	5+
C29.2	SAP HANA Authorisations Functional Analyst	Principal	Related SAP Certification	SAP HANA Authorisations. Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	8+
C29.3	SAP HANA Authorisations Functional Analyst - SME Specialist	Expert	Related SAP Certification	SAP HANA Authorisations. Configuration and Set-up. Analysis and Solution Implementation. Project Execution.	10+
C30 SAP HANA SQL Developer					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C30.1	SAP HANA SQL Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP HANA SQL. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C30.2	SAP HANA SQL Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP HANA SQL. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C30.3	SME Specialist SAP HANA Solution Architect	Expert	Related SAP Certification with many HANA implementations.	SAP HANA Configuration and Set-up. Analysis and Solution. Advanced SAP HANA solution design and configuration skills. Knowledge of integration with other SAP solutions. SAP ABAP/programming skills will be advantageous. Project Execution.	10+
C31 SAP HCM Payroll Functional Analyst					
C31.1	SAP HCM Payroll Functional Analyst	Senior	SAP HCM Payroll Certification	SAP HCM Payroll & PA. Configuration, including Schemas, Rules & Wage Types. Interface between Time Management & Payroll. HCM Integration beneficial.	5+
C31.2	SAP HCM Payroll Functional Analyst	Principal	SAP HCM Payroll Certification	SAP HCM Payroll & PA. Configuration, including Schemas, Rules & Wage Types. Interface between Time Management & Payroll. HCM Integration beneficial.	8+
C32 SAP HCM Talent Management Functional Analyst					
C32.1	SAP HCM Talent Management Functional Analyst	Senior	SAP HCM Talent Management	SAP HCM Talent Management Configuration. Portal (ESS & MSS). HCM Integration beneficial.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C32.2	SAP HCM Talent Management Functional Analyst	Principal	SAP HCM Talent Management	SAP HCM Talent Management Configuration. Portal (ESS & MSS). HCM Integration beneficial.	8+
C33 SAP HCM Time Management Functional Analyst					
C33.1	SAP HCM Time Management Functional Analyst	Senior	SAP HCM TM Certification	SAP HCM Time Configuration (positive and negative time), including e-Leave. Interface between Time Management and Payroll. HCM Integration beneficial.	5+
C33.2	SAP HCM Time Management Functional Analyst	Principal	SAP HCM TM Certification	SAP HCM Time Configuration (positive and negative time), including e-Leave. Interface between Time Management and Payroll. HCM Integration beneficial.	8+
C34 SAP HCM Organisational Management Functional Analyst					
C34.1	SAP HCM Organisational Management Functional Analyst	Senior	SAP HCM OM Certification	SAP HCM Org Management Configuration. Interface between Org Management and Personnel Administration. HCM Integration beneficial.	5+
C34.2	SAP HCM Organisational Management Functional Analyst	Principal	SAP HCM OM Certification	SAP HCM Org Management Configuration. Interface between Org Management and Personnel Administration. HCM Integration beneficial.	8+
C35 SAP HCM Personnel Administration Functional Analyst					
C35.1	SAP HCM Personnel Administration Functional Analyst	Senior	SAP HCM Personnel Administration Certification	SAP HCM Personnel Administration Configuration. Integration between PA, Org management, Time and Payroll. HCM Integration beneficial.	5+
C35.2	SAP HCM Personnel Administration Functional Analyst	Principal	SAP HCM Personnel Administration Certification	SAP HCM Personnel Administration Configuration. Integration between PA, Org management, Time and Payroll. HCM Integration beneficial.	8+
C36 SAP HCM PCPS Functional Analyst					

Specifications for ERP Support Centre Functions						
Role	Function / Role	Level	Qualification	Core Skills		Years of Experience
C36.1	SAP HCM PCPS Functional Analyst	Senior	SAP HCM Personnel Cost Planning and Simulation Certification	SAP HCM PCPS Configuration. Integration between PCPS and Org management and Finance/Budgets. HCM Integration beneficial.		5+
C36.2	SAP HCM PCPS Functional Analyst	Principal	SAP HCM Personnel Cost Planning and Simulation Certification	SAP HCM PCPS Configuration. Integration between PCPS and Org management and Finance/Budgets. HCM Integration beneficial.		8+
C37 SAP HCM Integration Specialist						
C37.1	SAP HCM Integration Specialist	Senior	SAP HCM Certification for all HCM modules	SAP HCM Configuration. Integration between HCM modules and other Functional areas such as FI/CO, Plant maintenance. HCM Integration essential.		5+
C37.2	SAP HCM Integration Specialist	Principal	SAP HCM Certification for all HCM modules	SAP HCM Configuration. Integration between HCM modules and other Functional areas such as FI/CO, Plant maintenance. HCM Integration essential.		8+
C38 SAP IDM Contractor						
C38.1	SAP IDM Contractor	Senior	SAP IDM Certification	IDM System Configuration and Set-up. Analysis and Solution Definition. Project Execution.		5+
C38.2	SAP IDM Contractor	Principal	SAP IDM Certification	IDM System Configuration and Set-up. Analysis and Solution Definition. Project Execution.		8+
C39 SAP ISU Functional Analyst						
C39.1	SAP ISU Functional Analyst	Senior	SAP ISU Certification	ISU configuration. Business Analysis. Solution Implementation. Project Execution.		5+
C39.2	SAP ISU Functional Analyst	Principal	SAP ISU Certification	ISU configuration. Business Analysis. Solution Implementation. Project Execution.		8+
C39.3	SAP ISU Solution Architect	Expert	SAP ISU Certification	ISU configuration. Business Analysis. Solution Implementation. Project Execution.		10+
C39.4	SME Specialist SAP ISU Solution Architect	Expert	SAP ISU Certification	SAP Integration across modules. ISU configuration. Business Analysis. Solution Implementation. Project Execution. Integration with 3rd party vendors.		10+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C40 SAP Land Use Management (LUM) Functional Analyst					
C40.1	SAP Land Use Management (LUM) Functional Analyst	Senior	SAP REM Certification	SAP LUM Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	5+
C40.2	SAP Land Use Management (LUM) Functional Analyst	Principal	SAP REM Certification	SAP LUM Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	8+
C40.3	SME Specialist SAP Real Estate Solution Architect	Expert	SAP REM Certification	SAP Real Estate Configuration and Set-up. Analysis and Solution. SAP Integration across modules. ISU configuration. Business Analysis. Solution Implementation. Project Execution. Integration with 3rd party vendors. Advanced SAP Real Estate solution design and configuration skills. Knowledge of landscape integration with other SAP solutions. SAP ABAP/programming skills will be advantageous. SAP Certifications will be advantageous. Project Execution.	10+
C41 SAP Materials Management (MM) Functional Analyst					
C41.1	SAP Materials Management (MM) Functional Analyst	Senior	SAP MM certification	SAP MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C41.2	SAP Materials Management (MM) Functional Analyst	Principal	SAP MM certification	SAP MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C41.3	Scarce Skills Specialist SAP Material Management (MM) Solution Architect	Expert	SAP MM certification	SAP MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C42 SAP Ariba Functional Analyst					
C42.1	SAP Ariba Functional Analyst	Senior	SAP Ariba certification	SAP Ariba and MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C42.2	SAP Ariba Functional Analyst	Principal	SAP Ariba certification	SAP Ariba and MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+

Specifications for ERP Support Centre Functions						
Role	Function / Role	Level	Qualification	Core Skills		Years of Experience
C42.3	Scarce Skills Specialist SAP Ariba Solution Architect	Expert	SAP Ariba certification	SAP Ariba and MM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		10+
C43 SAP Mobile Functional Analyst						
C43.1	Senior SAP Mobile Functional Analyst	Senior	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		5+
C43.2	Principal SAP Mobile Functional Analyst	Principal	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		8+
C43.3	Principal SAP Mobile Solution Architect	Expert	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		10+
C43.4	SME Specialist SAP Mobile Solution Architect	Expert	SAP Mobile Certification	SAP Mobile System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		10+
C44 SAP Plant Maintenance (PM) Functional Analyst						
C44.1	SAP Plant Maintenance (PM) Functional Analyst	Senior	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		5+
C44.2	SAP Plant Maintenance (PM) Functional Analyst	Principal	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		8+
C44.3	SAP Plant Maintenance (PM) Solution Architect	Expert	SAP PM Certification	SAP PM System Configuration and Set-up for Quality Management. Analysis and Solution implementation. Project Execution.		5+
C45 SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)						
C45.1	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Senior	SAP PM Certification	SAP PM System Configuration and Set-up for Quality Management. Analysis and Solution implementation. Project Execution.		5+
C45.2	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Principal	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.		8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C45.3	SAP Plant Maintenance (PM) Functional Analyst - Quality Management (QM)	Expert	SAP PM Certification	SAP PM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C46 SAP Process Orchestration Developer					
C46.1	SAP Process Orchestration Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Process Orchestration. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C46.2	SAP Process Orchestration Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Process Orchestration. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C46.3	SME Specialist SAP Process Orchestration Developer	Expert	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Process Orchestration. Testing and debugging functions related to the implementation and enhancement of SAP modules.	10+
C47 SAP Programme Manager					
C47.1	SAP Programme Manager	Senior	Recognized Project or Programme Management accreditation/qualification.	Organizing and executing assigned business projects/programmes, according to various requirements.	10+
C47.2	SAP Programme Manager	Principal	Recognized Project or Programme Management accreditation/qualification.	Organizing and executing assigned business projects/programmes, according to various requirements.	13+
C48 SAP Project Manager					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C48.1	SAP Project Manager	Senior	Recognized Project Management accreditation/qualification.	Project Management Skills, including Project Management methodology, Interpersonal Skills & SAP Landscape Knowledge.	5+
C48.2	SAP Project Manager	Principal	Recognized Project Management accreditation/qualification.	Project Management Skills, including Project Management methodology, Interpersonal Skills & SAP Landscape Knowledge.	8+
C49 SAP Business Analyst					
C49.1	SAP Business Analyst	Senior	Related Qualification	Business Analyst Skills. Interpersonal Skills.	5+
C49.2	SAP Business Analyst	Principal	Related Qualification	Business Analyst Skills. Interpersonal Skills.	8+
C50 SAP Project Portfolio Management (PPM) Developer					
C50.1	SAP Project Portfolio Management (PPM) Developer	Senior	Developer specific SAP Certification for all levels	ABAP, Webdynpro, BTP and Fiori Knowledge. Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Project Portfolio Management (PPM). Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C50.2	SAP Project Portfolio Management (PPM) Developer	Principal	Developer specific SAP Certification for all levels	ABAP, Webdynpro, BTP and Fiori Knowledge. Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Project Portfolio Management (PPM). Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C51 SAP Project Portfolio Management (PPM) Functional Analyst					
C51.1	SAP Project Portfolio Management (PPM) Functional Analyst	Senior	SAP PS and/or PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C51.2	SAP Project Portfolio Management (PPM) Functional Analyst	Principal	SAP PS and/or PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C51.3	SAP Project Portfolio Management (PPM) Functional Analyst	Expert	SAP PS and/or PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C51.4	SAP Project Portfolio Management (PPM) Solution Architect	Expert	SAP PS and/or PPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C52 SAP Enterprise Portfolio and Project Management (EPPM) Developer					
C52.1	SAP Enterprise Portfolio and Project Management (EPPM) Developer	Senior	Developer specific SAP Certification for all levels	ABAP, Webdynpro, BTP and Fiori Knowledge. Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Project Portfolio Management (PPM). Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C52.2	SAP Enterprise Portfolio and Project Management (EPPM) Developer	Principal	Developer specific SAP Certification for all levels	ABAP, Webdynpro, BTP and Fiori Knowledge. Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Project Portfolio Management (PPM). Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C53 SAP Enterprise Portfolio and Project Management (EPPM) Functional Analyst					
C53.1	SAP Enterprise Portfolio and Project Management (EPPM) Functional Analyst	Senior	SAP S/4HANA PS and/or SAP EPPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C53.2	SAP Enterprise Portfolio and Project Management (EPPM) Functional Analyst	Principal	SAP S/4HANA PS and/or SAP EPPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C53.3	SAP Enterprise Portfolio and Project Management (EPPM) Solution Architect	Expert	SAP S/4HANA PS and/or SAP EPPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C53.4	SME Specialist SAP Enterprise Portfolio and Project Management (EPPM) Solution Architect	Expert	SAP S/4HANA PS and/or SAP EPPM Certification	SAP PPM System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C54 SAP S/4HANA Project Systems (PS) Functional Analyst					
C54.1	SAP S/4HANA Project Systems (PS) Functional Analyst	Senior	SAP S/4HANA PS Certification	SAP PS System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C54.2	SAP S/4HANA Project Systems (PS) Functional Analyst	Principal	SAP S/4HANA PS Certification	SAP PS System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C55 SAP Funds Management (FM) Functional Analyst					
C55.1	SAP Funds Management (FM) Functional Analyst	Senior	SAP FM Certification	SAP Funds Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C55.2	SAP Funds Management (FM) Functional Analyst	Principal	SAP FM Certification	SAP Funds Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C55.3	SAP Funds Management (FM) Solution Architect	Expert	SAP FM Certification	SAP Funds Management System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C56 SAP Real Estate Management (REM) Functional Analyst					
C56.1	SAP Real Estate Management (REM) Functional Analyst	Senior	SAP REM Certification	SAP REM Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C56.2	SAP Real Estate Management (REM) Functional Analyst	Principal	SAP REM Certification	SAP REM Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	8+
C57 SAP Software Development Architect					
C57.1	SAP Software Development Architect	Principal	Developer specific SAP Certification	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in one or more of: ABAP OO, Agentry, SAP Workflow, SAP GEO-enablement framework, PPM, SAP CRM, SAP Process Orchestration, SAPUI5, HTML Container Mobile (JavaScript), SAP HANA SQL. Responsible for architecture of SAP ABAP software solutions for projects. Responsible for one or more developers, coordinating development tasks. Testing and debugging functions.	8+
C57.2	SME Specialist SAP Software Development Architect	Expert	Developer specific SAP Certification	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in one or more of: ABAP OO, Agentry, SAP Workflow, SAP GEO-enablement framework, PPM, SAP CRM, SAP Process Orchestration, SAPUI5, HTML Container Mobile (JavaScript), SAP HANA SQL. Responsible for architecture of SAP ABAP software solutions. Coordinating development tasks and ensuring work is completed on deadline. Testing and debugging functions.	10+
C58 SAP SOLMAN Functional Analyst					
C58.1	SAP SOLMAN Functional Analyst	Senior	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	5+
C58.2	SAP SOLMAN Functional Analyst	Principal	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	8+
C58.3	SAP SOLMAN Solution Architect	Expert	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	10+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C58.4	SME Specialist SAP SOLMAN Functional Analyst	Expert	SAP SOLMAN Certification	SOLMAN System Configuration and Set-up. Analysis and Solution Definition. Project Execution.	10+
C59 SAP Workflow Developer					
C59.1	SAP Workflow Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Workflow. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C59.2	SAP Workflow Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Workflow. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C60 SAPUI5 Developer					
C60.1	SAPUI5 Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAPUI5. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C60.2	SAPUI5 Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAPUI5. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C61 User Experience (UX) Functional Analyst					
C61.1	User Experience (UX) Functional Analyst	Senior	Relevant tertiary qualification	User experience design of applications.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C61.2	User Experience (UX) Functional Analyst	Principal	Relevant tertiary qualification	User experience design of applications.	8+
C62 SAP Trainer					
C62.1	SAP Trainer	Senior	Trainer Experience	SAP Trainer Experience.	5+
C62.2	SAP Trainer	Principal	Trainer Experience	SAP Trainer Experience.	8+
C63 SAP Security (SAP Cyber Security) Specialist					
C63.1	SAP Security (SAP Cyber Security) Specialist	Principal	SAP Security Experience	SAP Security Configuration and Set-up. Analysis and Solution. Advanced SAP Security solution design and configuration skills. Knowledge of integration with other SAP solutions. SAP ABAP/programming skills will be advantageous. Project Execution.	8+
C63.2	SME Specialist SAP Cyber Security	Expert	SAP Security Experience	SAP Security Configuration and Set-up. Analysis and Solution. Advanced SAP Security solution design and configuration skills. Knowledge of integration with other SAP solutions. SAP ABAP/programming skills will be advantageous. Project Execution.	10+
C64 SAP Analytics Cloud (SAC) Functional Analyst					
C64.1	SAP Analytics Cloud (SAC) Functional Analyst	Senior	SAC Experience	SAP SAC Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	5+
C64.2	SAP Analytics Cloud (SAC) Functional Analyst	Principal	SAC Experience	SAP SAC Configuration and Set-up. Analysis and Solution. Integration between modules. Project Execution.	8+
C65 SAP Case Management Developer					
C65.1	SAP Case Management Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Case Management. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C65.2	SAP Case Management Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in Case Management. Testing and debugging functions related to the implementation and enhancement of SAP modules.	8+
C66 SAP HCM Solution Architect					
C66.1	SAP HCM Solution Architect	Principal	SAP Certification. SAP Landscape Integration	SAP Integration across modules. SAP Integration within HCM (PA/Payroll, Time, Org Management, LSO, Personnel Cost Planning & Simulation, EHS, Talent Management and e-Recruitment). HCM configuration, both back-end and Portal capabilities (ESS, MSS, HCM custom). Business Analysis. Solution Implementation. Project Execution. Interfaces (inbound and outbound). Workflow.	8+
C66.2	SME Specialist SAP HCM Solution Architect	Expert	SAP Certification. SAP Landscape Integration	SAP Integration across modules. SAP Integration within HCM (PA/Payroll, Time, Org Management, LSO, Personnel Cost Planning & Simulation, EHS, Talent Management and e-Recruitment). HCM configuration, both back-end and Portal capabilities (ESS, MSS, HCM custom). Business Analysis. Solution Implementation. Project Execution. Interfaces (inbound and outbound). Workflow.	10+
C67 SAP Migration Specialist					
C67.1	SAP Migration Specialist	Senior	Migration SAP Certification is beneficial in data services	Analysing business extraction rules and signoff. Building extraction rules from source system. Transforming both master data and transactional data set. Loading into target system. Technical recons and Business recons including signoff.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C67.2	SAP Migration Specialist	Principal	Migration SAP Certification is beneficial in data services	Analysing business extraction rules and signoff. Building extraction rules from source system. Transforming both master data and transactional data set. Loading into target system. Technical recons and Business recons including signoff.	8+
C68 OData Developer					
C68.1	OData Developer	Senior	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in OData. Testing and Debugging functions related to the implementation and enhancement of SAP modules.	5+
C68.2	OData Developer	Principal	Developer specific SAP Certification for all levels	Analyzing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in OData. Testing and Debugging functions related to the implementation and enhancement of SAP modules.	8+
C69 SAP Geo-Enablement Framework Developer					
C69.1	SAP GEO-enablement Framework Developer	Senior	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C69.2	SAP GEO-enablement Framework Developer	Principal	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C69.3	SME Specialist SAP GEO-enablement Framework Developer	Expert	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C70 SAP HANA Analytics Functional Analyst					
C70.1	SAP HANA Analytics Functional Analyst	Senior	Related SAP Certification for all levels	SAP HANA Analytics System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C70.2	SAP HANA Analytics Functional Analyst	Principal	Related SAP Certification for all levels	SAP HANA Analytics System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C70.3	SAP HANA Solution Architect	Expert	Related SAP Certification for all levels	SAP HANA Solution Architecture and Set-up. Analysis and Solution implementation. Project Execution.	10+
C71 SAP Energy Data Management (EDM) Functional Analyst					
C71.1	SAP Energy Data Management (EDM) Functional Analyst	Senior	Related SAP Certification for all levels	Hands-on configuration of SAP Energy Data Management, including Profile Management, Billing & Pricing and Energy settlement. Understand the integration between EDM and other IS-U Modules.	5+
C71.2	SAP Energy Data Management (EDM) Functional Analyst	Principal	Related SAP Certification for all levels	Deep understanding of how EDM interacts with core IS-U modules like Billing & Invoicing, Device Management, Advanced Metering Infrastructure and FI-CA. Implement and configure SAP Energy Data Management, including Profile Management, Billing & Pricing, proration rules and Energy Settlement.	8+
C71.3	SAP Energy Data Management (EDM) Functional Analyst	Expert	Related SAP Certification for all levels	Deep understanding of how EDM interacts with core IS-U modules. Implement and configure SAP Energy Data Management, including Profile Management, Billing & Pricing and Energy Settlement. Ability to translate complex client requirements into structured documents. Experience with migration objects and data mapping.	10+
C71.4	SAP Energy Data Management (EDM) Solution Architect	Expert	Related SAP Certification for all levels	Deep understanding of how EDM interacts with core IS-U modules. Implement and configure SAP Energy Data Management, including Profile Management, Billing & Pricing and Energy Settlement. Ability to translate complex client requirements into structured documents. Experience with migration objects and data mapping.	10+
C72 SAP Mobile Asset Manager Functional Analyst					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C72.1	SAP Mobile Asset Manager Functional Analyst	Senior	SAP Mobile Certification	SAP Mobile Asset Manager System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	3+
C72.2	SAP Mobile Asset Manager Functional Analyst	Principal	SAP Mobile Certification	SAP Mobile Asset Manager System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C72.3	SME Specialist SAP Mobile Asset Manager Solution Architect	Expert	SAP Mobile Certification	SAP Mobile Asset Manager System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C73 SAP Mobile Asset Manager Developer					
C73.1	SAP Mobile Asset Manager Developer	Senior	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Mobile Asset Manager. Testing and debugging functions related to the implementation and enhancement of SAP modules.	3+
C73.2	SAP Mobile Asset Manager Developer	Principal	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Mobile Asset Manager. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C73.3	SME Specialist SAP Mobile Asset Manager Developer	Expert	Developer specific SAP Certification for all levels	Analysing business requirements and identifying configuration, programming, report, interface, output files, security and roles requirements. Performing SAP Programming in SAP Mobile Asset Manager. Testing and debugging functions related to the implementation and enhancement of SAP modules.	5+
C74 SAP GEO-enablement Framework Functional Analyst					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C74.1	SAP GEO-enablement Framework Functional Analyst	Senior	SAP Geo-enablement framework certification	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C74.2	SAP GEO-enablement Framework Functional Analyst	Principal	SAP Geo-enablement framework certification	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C74.3	SME Specialist SAP GEO-enablement Framework Functional Analyst	Expert	SAP Geo-enablement framework certification	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C75 SAP GEO-enablement Framework Developer (GEO.e for ECC6)					
C75.1	SAP GEO-enablement Framework Developer (GEO.e for ECC6)	Senior	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C75.2	SAP GEO-enablement Framework Developer (GEO.e for ECC6)	Principal	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	8+
C75.3	SAP GEO-enablement Framework Developer (GEO.e for ECC6)	Expert	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	10+
C76 SAP Geographical Framework Developer (GEF for S/4)					
C76.1	SAP Geographical Framework Developer (GEF for S/4)	Senior	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	3+
C76.2	SAP Geographical Framework Developer (GEF for S/4)	Principal	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+
C76.3	SAP Geographical Framework Developer (GEF for S/4)	Expert	Developer specific SAP Certification for all levels	SAP Geo-enablement framework System Configuration and Set-up. Analysis and Solution implementation. Project Execution.	5+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C77 SAP Service Cloud V2 Functional Analyst					
C77.1	SAP Service Cloud V2 Functional Analyst	Senior	Relevant tertiary qualification and/or SAP Certified Application Associate – SAP Service Cloud	Implement and configure SAP Service Cloud v2, including fit-to-standard analysis, SAP Activate execution, and S/4HANA integration.	3+
C77.2	SAP Service Cloud V2 Functional Analyst	Principal	Relevant tertiary qualification and/or SAP Certified Application Associate – SAP Service Cloud	Implement and configure SAP Service Cloud v2, including fit-to-standard analysis, SAP Activate execution, and S/4HANA integration.	5+
C77.3	SAP Service Cloud V2 Functional Analyst	Expert	Relevant tertiary qualification and/or SAP Certified Application Associate – SAP Service Cloud	Implement and configure SAP Service Cloud v2, including fit-to-standard analysis, SAP Activate execution, and S/4HANA integration.	7+
C78 SAP Cloud Application Programming Developer					
C78.1	SAP Cloud Application Programming Developer	Senior	Relevant tertiary qualification and/or SAP Certified Development Associate – SAP BTP	Develop and deploy side-by-side extensions on SAP BTP using the CAP model. Build microservices, integrate APIs with SAP Service Cloud v2, and design Fiori UIs.	3+
C78.2	SAP Cloud Application Programming Developer	Principal	Relevant tertiary qualification and/or SAP Certified Development Associate – SAP BTP	Develop and deploy side-by-side extensions on SAP BTP using the CAP model. Build microservices, integrate APIs with SAP Service Cloud v2, and design Fiori UIs.	5+
C78.3	SAP Cloud Application Programming Developer	Expert	Relevant tertiary qualification and/or SAP Certified Development Associate – SAP BTP	Develop and deploy side-by-side extensions on SAP BTP using the CAP model. Build microservices, integrate APIs with SAP Service Cloud v2, and design Fiori UIs.	7+
C79 SAP PAM Functional Analyst					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C79.1	SAP PAMP Functional Analyst – Expert	Expert	Related SAP Certification for all levels	The individual must have deep knowledge of PaPM modelling concepts such as joins, allocations, calculation, simulations and post back to the core ERP. Must be able to implement and configure SAP PaPM on BW4HANA or SAP Datasphere for any scenario including cost allocations, revenue modelling, transfer pricing and other model calculations. Must be able to use SQL programming language to enhance PaPM models and must be familiar with SQL database techniques. Should be able to integrate PaPM with reporting solutions such as SAP Analysis for Office and Power BI for large data sets.	10+
C80 SAP WorkZone Functional Analyst					
C80.1	SAP WorkZone Functional Analyst	Senior	Related SAP Certification for all levels	Deep technical platform knowledge with UX and integration. BTP tenant admin., UI integration card development, integration & enterprise security provisioning. Analysis and Solution Integration. Project Execution.	5+
C80.2	SAP WorkZone Functional Analyst	Principal	Related SAP Certification for all levels	Deep technical platform knowledge with UX and integration. BTP tenant admin., UI integration card development, integration & enterprise security provisioning. Analysis and Solution Integration. Project Execution.	8+
C80.3	SAP WorkZone Functional Analyst	Expert	Related SAP Certification for all levels	Deep technical platform knowledge with UX and integration. BTP tenant admin., UI integration card development, integration & enterprise security provisioning. Analysis and Solution Integration. Project Execution.	10+
C81 SAP Datasphere Developer					

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C81.1	SAP Datasphere Developer	Senior	Relevant tertiary qualification	Understanding of real-time analytics & reporting. Management of cloud-based data. Design enterprise-wide data governance. Enable seamless data integration. Ability to integrate insights & provide data access across multiple sources. Enable scalable architecture for large datasets. Good understanding of data, semantic & analytical modelling and transformation. Ability to debug and solve complex issues. Keen understanding of BW/BW4HANA, SAP Datasphere architecture and ETL process. Must understand SAP Datasphere, SAP BTP, SAP Analytics Cloud. Understanding of Space management, tenants, and security concepts. Knowledge of Data Builder, Business Builder configuration & data flows.	5+
C81.2	SAP Datasphere Developer	Principal	Relevant tertiary qualification	Understanding of real-time analytics & reporting. Management of cloud-based data. Design enterprise-wide data governance. Enable seamless data integration. Ability to integrate insights & provide data access across multiple sources. Enable scalable architecture for large datasets. Good understanding of data, semantic & analytical modelling and transformation. Ability to debug and solve complex issues. Keen understanding of BW/BW4HANA, SAP Datasphere architecture and ETL process. Must understand SAP Datasphere, SAP BTP, SAP Analytics Cloud. Understanding of Space management, tenants, and security concepts. Knowledge of Data Builder, Business Builder configuration & data flows.	8+

Specifications for ERP Support Centre Functions					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
C81.3	SAP Datasphere Developer	Expert	Relevant tertiary qualification	Understanding of real-time analytics & reporting. Management of cloud-based data. Design enterprise-wide data governance. Enable seamless data integration. Ability to integrate insights & provide data access across multiple sources. Enable scalable architecture for large datasets. Good understanding of data, semantic & analytical modelling and transformation. Ability to debug and solve complex issues. Keen understanding of BW/BW4HANA, SAP Datasphere architecture and ETL process. Must understand SAP Datasphere, SAP BTP, SAP Analytics Cloud. Understanding of Space management, tenants, and security concepts. Knowledge of Data Builder, Business Builder configuration & data flows.	10+
C82 SAP CLOUD ALM (Application Lifecycle Management) Functional Analyst					
C82.1	SAP CLOUD ALM Functional Analyst	Senior	Relevant tertiary qualification	Analysis, configure and conduct Solution transition from on premise ALM (Solution Manager) to Cloud ALM.	5+
C82.2	SAP CLOUD ALM Functional Analyst	Principal	Relevant tertiary qualification	Analysis, configure and conduct Solution transition from on premise ALM (Solution Manager) to Cloud ALM.	8+
C82.3	SAP CLOUD ALM Functional Analyst	Expert	Relevant tertiary qualification	Analysis, configure and conduct Solution transition from on premise ALM (Solution Manager) to Cloud ALM.	10+
C82.4	SAP CLOUD ALM Solution Architect	Expert	Relevant tertiary qualification	Analysis, configure and conduct Solution transition from on premise ALM (Solution Manager) to Cloud ALM.	10+
C83 Project Administrator					
C83.1	Project Administrator	Senior	Relevant Project Administrator qualification	Project Administrator Skills & Interpersonal Skills.	5+
C83.2	Project Administrator	Principal	Relevant Project Administrator qualification	Project Administrator Skills & Interpersonal Skills.	8+

C.5.8) Resources and Skills Requirements for Category D - Geographical Information Systems (GIS)

Geographic Information Systems (GIS) is a computer-based method for collecting, managing, analysing, modelling, and presenting geographic or spatial data. GIS allows you to overlay maps and datasets and query them in terms of their spatial relationships to each other. For example, you could load different layers for rivers, creeks and streams, flood maps, and land parcels to determine which citizens to warn in a storm event.

GIS is an analysis tool that's used in a wide range of areas, including health, city government, transportation, urban planning, business marketing, geology and archaeology. It's used to route emergency and fleet vehicles, determine the best places for new wineries and other businesses, and conducting demographic, market, and political research.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Category D – Geographic Information Systems (GIS)					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
D01.1	GIS Developer	Senior	Minimum relevant B degree or National Diploma supported by industry-specific/related qualifications and relevant experience	Participate in all phases of the software application development life cycle with an emphasis on solution design, development utilising C#, JavaScript, CSS, HTML, HTML5, SQL Server, Microsoft .NET Framework, WCF and Web API. Also, have a working knowledge and experience of the Esri 11.x ArcGIS products such as ArcGIS for Portal, ArcGIS Pro SDK and ArcGIS services.	5+ years
D01.2	GIS Specialist/Technician/Analyst	Senior	Minimum relevant B degree or National Diploma supported by industry-specific/related qualifications and relevant experience	Enterprise level Esri ArcGIS Server Maintenance and administration; Spatial Database design and implementation; Knowledge and experience of SAP specifically ABAP and SAP DB principles; Javascript general, ESRI API specifically; SAP CRM WebUI exposure & knowledge; Map generation or cartography skills; SAP HANA DB knowledge, preferably with GIS functionality integration; ArcGIS Server and Portal administration and implementation; GeoEvent Manager Administration and Configuration; ESRI Operations Dashboard Design and implementation; Building and Managing Geocoding services.	5+ years
D01.3	GIS System and Solution Design Architect	Principal	Minimum relevant B degree or National Diploma supported by industry-specific/related qualifications and relevant experience	Applies a substantial body of professional knowledge in application solution architecture and design, coupled with in-depth experience to develop and implement a wide range of projects, programs, systems, policies and practices in relation to the Application Solutions Architecture/Design which could impact across several Departments in the Organisation by providing a comprehensive professional software solution.	8+ years

Category D – Geographic Information Systems (GIS)					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
D01.4	Business Analyst	Senior	B-degree, FTI certification and GIS experience will be beneficial	Manage business and IT stakeholder relationships and expectations by developing a sound communication process. Provide leadership to team members and peers. Analytical, problem-solving, and conceptual skills to identify and facilitate the achieving of business requirements and needs. Provide project level analysis producing required project analysis documentation (AS-IS vs To-BE analysis, system architectural designs, functional requirements, business process modelling, use cases, user interface mock-ups, UAT plans and test cases). Sound data analysis and management skills. Knowledge of relevant technology, tools, and middleware.	5+ years
D01.5	Project Manager	Senior	B-degree, PMI certification and GIS experience will be beneficial	Strong project management skills in a software development project. Strong verbal and electronic communication skills. Exceptional planning and optimisation resulting in project deliverables on time and within budget. Stakeholder management skills. Exceptional knowledge of Agile, project management principals, methodologies, and tools.	5+ years

C.5.9) Resources and Skills Requirements for Category E1 - Infrastructure and Applications

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Category E1 – Infrastructure and Applications						
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience	
E1.01.1	IBM SAN Engineer	Senior	IBM Certified Specialist	IBM Storage Technical Specialist; Knowledge and relevant experience on Cisco Fibre Channel SAN Switches	5+	
E1.01.2	IBM SAN Engineer	Principal	IBM Certified Specialist	IBM Storage Technical Specialist; Knowledge and relevant experience on Cisco Fibre Channel SAN Switches	8+	
E1.02.1	Lenovo Systems Engineer	Senior	Lenovo Certified Technician	Knowledge and experience on Xclarity Resource Management solutions, and X86 Server Hardware specialist	5+	
E1.02.2	Lenovo Systems Engineer	Principal	Lenovo Certified Technician	Knowledge and experience on Xclarity Resource Management solutions, and X86 Server Hardware specialist	8+	
E1.03.1	Linux System Engineer	Senior	Linux Foundation Certified Engineer	Proven experience in the design and implementation of Linux system architecture.	5+	
E1.03.2	Linux System Engineer	Principal	Linux Foundation Certified Engineer	Proven experience in the design and implementation of Linux system architecture.	8+	
E1.04.1	SUSE Linux System Engineer	Senior	SUSE Certified Engineer (SCE)	Proven experience in the design, implementation and maintenance (upgrades, patching, etc.) of Linux system architecture.	5+	
E1.04.2	SUSE Linux System Engineer	Principal	SUSE Certified Engineer (SCE)	Proven experience in the design, implementation and maintenance (upgrades, patching, etc.) of Linux system architecture.	8+	
E1.05.1	Red Hat Linux System Engineer	Senior	Red Hat Certified Systems Engineer (RHCE)	Proven experience in the design, implementation and maintenance (upgrades, patching, etc.) of Linux system architecture.	5+	
E1.05.2	Red Hat Linux System Engineer	Principal	Red Hat Certified Systems Engineer (RHCE)	Proven experience in the design, implementation and maintenance (upgrades, patching, etc.) of Linux system architecture.	8+	
E1.06.1	Microsoft SharePoint Administrator	Senior	MCSE: Productivity	Proven experience as a Microsoft SharePoint solution specialist.	5+	
E1.06.2	Microsoft SharePoint Administrator	Principal	MCSE: Productivity	Proven experience as a Microsoft SharePoint solution specialist.	8+	

Category E1 – Infrastructure and Applications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E1.07.1	Microsoft Windows Server Engineer	Senior	MCSE: Cloud Platform & Infrastructure	Knowledge and relevant experience on Windows Server 2016 and 2019; MS System Centre Suite; Cloud Data Platform; Designing & Implementing Server Infrastructure.	5+
E1.07.2	Microsoft Windows Server Engineer	Principal	MCSE: Cloud Platform & Infrastructure	Knowledge and relevant experience on Windows Server 2016 and 2019; MS System Centre Suite; Cloud Data Platform; Designing & Implementing Server Infrastructure.	8+
E1.08.1	Cloud Engineers	Senior	Relevant OEM or OSM qualifications	Cloud engineers such as Microsoft, SAP, Oracle or related equivalent; Domain specific experience in solution design and implementation; Cloud productivity suite integration experience; Demonstrated strong technical analysis ability.	5+
E1.08.2	Cloud Engineers	Principal	Relevant OEM or OSM qualifications	Cloud engineers such as Microsoft, SAP, Oracle or related equivalent; Domain specific experience in solution design and implementation; Cloud productivity suite integration experience; Demonstrated strong technical analysis ability.	8+
E1.09.1	Solution Architect	Senior	Relevant OEM or OSM qualifications	Demonstrated strong technical analysis ability; Domain specific experience in solution design and implementation of Cloud based system; Comprehensive understanding of the infrastructure landscapes and how all layers of the ISO stack are integrated; Strong documentation and technical writing ability.	5+
E1.09.2	Solution Architect	Principal	Relevant OEM or OSM qualifications	Demonstrated strong technical analysis ability; Domain specific experience in solution design and implementation of Cloud based system; Comprehensive understanding of the infrastructure landscapes and how all layers of the ISO stack are integrated; Strong documentation and technical writing ability.	8+

Category E1 – Infrastructure and Applications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E1.09.3	Solution Architect	Expert / Scarce Skill	Relevant OEM or OSM qualifications	Demonstrated strong technical analysis ability; Domain specific experience in solution design and implementation of Cloud based system; Comprehensive understanding of the infrastructure landscapes and how all layers of the ISO stack are integrated; Strong documentation and technical writing ability.	12+
E1.10.1	Oracle Database Administrator	Senior	Valid Oracle Certification	Oracle Installation, Configuration & Maintenance; Administrative Support for Projects; Provisioning & Refreshes; Security, Audits & Policy Compliance; Data Integrity Management; Reporting; Backups; Performance Monitoring & Alerting; Foundational Soft Skills.	5+
E1.10.2	Oracle Database Administrator	Principal	Valid Oracle Certification	Oracle Installation, Configuration & Maintenance; Administrative Support for Projects; Provisioning & Refreshes; Security, Audits & Policy Compliance; Data Integrity Management; Reporting; Backups; Performance Monitoring & Alerting; Foundational Soft Skills.	8+
E1.11.1	SAP Basis Administrator	Senior	Valid SAP Basis Certification	Knowledge and experience of SAP ECC6, SAP BI, SAP PO, SAP Solution Manager, and SAP Portals; Experience in installation of SAP ABAP and NetWeaver platforms; Understanding of Oracle and Unix fundamentals; Database administration, installation and maintenance; Database performance tuning, indexing and recovery.	5+
E1.11.2	SAP Basis Administrator	Principal	Valid SAP Basis Certification	Knowledge and experience of SAP ECC6, SAP BI, SAP PO, SAP Solution Manager, and SAP Portals; Experience in installation of SAP ABAP and NetWeaver platforms; Understanding of Oracle and Unix fundamentals; Database administration, installation and maintenance; Database performance tuning, indexing and recovery.	8+

Category E1 – Infrastructure and Applications						
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience	
E1.12.1	SAP Basis HANA Administrator	Senior	Valid SAP HANA Certification	Understanding of SAP, SAP HANA and Linux (SUSE/Redhat) fundamentals; HANA Installation and configuration; HANA Studio/Cockpit Administration; HANA performance tuning; System replication and High Availability Setup; Kernel upgrades; Support and Enhancement Packages; SAP S/4HANA running on cloud platforms; Security and compliance including SSL/TLS, STRUST certificates; SAP S/4HANA migrations (SUM/DMO), SAP Cloud ALM, SAP Fiori Administration, SAP BTP basics.	5+	
E1.12.2	SAP Basis HANA Administrator	Principal	Valid SAP HANA Certification	Understanding of SAP, SAP HANA and Linux (SUSE/Redhat) fundamentals; HANA Installation and configuration; HANA Studio/Cockpit Administration; HANA performance tuning; System replication and High Availability Setup; Kernel upgrades; Support and Enhancement Packages; SAP S/4HANA running on cloud platforms; Security and compliance including SSL/TLS, STRUST certificates; SAP S/4HANA migrations (SUM/DMO), SAP Cloud ALM, SAP Fiori Administration, SAP BTP basics.	8+	
E1.13.1	Solution Architect (ERP)	Senior	Various Relevant and Valid Technology-based Certifications	Proven capability in advanced technical analysis, with specialised experience in designing and implementing ERP solutions. Strong end-to-end understanding of hardware infrastructure and software application architectures, including how all layers of the ISO stack integrate. Highly proficient in producing clear, structured technical documentation and solution design artefacts.	5+	
E1.13.2	Solution Architect (ERP)	Principal	Various Relevant and Valid Technology-based Certifications	Proven capability in advanced technical analysis, with specialised experience in designing and implementing ERP solutions. Strong end-to-end understanding of hardware infrastructure and software application architectures, including how all layers of the ISO stack integrate. Highly proficient in producing clear, structured technical documentation and solution design artefacts.	8+	

Category E1 – Infrastructure and Applications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E1.13.3	Solution Architect (ERP)	Expert / Scarce Skill	Various Relevant and Valid Technology-based Certifications	Proven capability in advanced technical analysis, with specialised experience in designing and implementing ERP solutions. Strong end-to-end understanding of hardware infrastructure and software application architectures, including how all layers of the ISO stack integrate. Highly proficient in producing clear, structured technical documentation and solution design artefacts.	12+
E1.14.1	SAP Batch Administrator	Senior	National Diploma or Bachelor's degree in Information Technology, Computer Science, or Information Systems; or equivalent technical qualification; or SAP certification in System Administration (Basis) or relevant SAP Application certification.	Understanding of SAP Job Scheduling & Batch Management; Monitoring & Performance Troubleshooting; Technical Analysis & Problem-Solving; SAP Application Lifecycle Knowledge; Testing & Providing Support for Functional Teams; Documentation & Process Control; Attention to Detail & Time Management; Basic Infrastructure & Application Awareness.	5+
E1.14.2	SAP Batch Administrator	Principal	National Diploma or Bachelor's degree in Information Technology, Computer Science, or Information Systems; or equivalent technical qualification; or SAP certification in System Administration (Basis) or relevant SAP Application certification.	Understanding of SAP Job Scheduling & Batch Management; Monitoring & Performance Troubleshooting; Technical Analysis & Problem-Solving; SAP Application Lifecycle Knowledge; Testing & Providing Support for Functional Teams; Documentation & Process Control; Attention to Detail & Time Management; Basic Infrastructure & Application Awareness.	8+

Category E1 – Infrastructure and Applications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E1.15.1	Technical Writer	Senior	National Diploma, or Degree in Business Administration or any Information Technology related field.	Demonstrated technical writing skills and document authoring; Good communication skills both written and verbal; Ability to identify complex information needs of the department and organise and develop documentation that addresses those needs; Knowledge of advanced Microsoft Suite of products and Technical Writing tools; Ability to translate complex IT technical jargon into easy understandable language catering for all audiences.	5+
E1.15.2	Technical Writer	Principal	National Diploma, or Degree in Business Administration or any Information Technology related field.	Demonstrated technical writing skills and document authoring; Good communication skills both written and verbal; Ability to identify complex information needs of the department and organise and develop documentation that addresses those needs; Knowledge of advanced Microsoft Suite of products and Technical Writing tools; Ability to translate complex IT technical jargon into easy understandable language catering for all audiences.	8+

C.5.10) Resources and Skills Requirements for Category E2 – Fixed Networks and Monitoring Services

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

The introduction of a live hybrid environment (On-Premises and Cloud Services), warranted changes to the overall functions and key responsibilities of the IS&T OMC (currently called the Telecommunications Operating Centre [TOC]). By and large, the IOMC will expand its monitoring and operational functions to cater for all critical production related IS&T infrastructure, networks, applications, and devices irrespective of the technology/Platforms. The TOC operates 24x7 Mondays to Sundays including public holidays. The resources will work 12 hour shifts for 2 days day shift and then 2 days night shift thereafter, with a 4 day break afterwards as per a shift roster.

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.1.1	IT Support Technician (Monitoring)	Junior	National Senior Certificate (Grade 12 / Matric) with subjects such as Mathematics, IT, or Business Studies being advantageous. Or, Diploma or Degree in IT or related field. Alternatively, Vendor-Specific Certifications will be considered.	The Infrastructure Monitoring Technician is responsible for ensuring the continuous availability, performance, and reliability of enterprise IT systems, including network, hardware, software applications, and batch processes. This role involves proactive monitoring, incident detection, and escalation to maintain service levels and minimize downtime. Shift work is mandatory on a rotational basis from Monday to Sunday, weekends and public holidays inclusive.	2+
E2.1.2	IT Support Technician (Monitoring)	Senior	National Senior Certificate (Grade 12 / Matric) with subjects such as Mathematics, IT, or Business Studies being advantageous. Or, Diploma or Degree in IT or related field. Alternatively, Vendor-Specific Certifications will be considered.	The Infrastructure Monitoring Technician is responsible for ensuring the continuous availability, performance, and reliability of enterprise IT systems, including network, hardware, software applications, and batch processes. This role involves proactive monitoring, incident detection, and escalation to maintain service levels and minimize downtime. Shift work is mandatory on a rotational basis from Monday to Sunday, weekends and public holidays inclusive.	5+
E2.1.3	IT Support Technician (Monitoring)	Principal	National Senior Certificate (Grade 12 / Matric) with subjects such as Mathematics, IT, or Business Studies being advantageous. Or, Diploma or Degree in IT or related field. Alternatively, Vendor-Specific Certifications will be considered.	The Infrastructure Monitoring Technician is responsible for ensuring the continuous availability, performance, and reliability of enterprise IT systems, including network, hardware, software applications, and batch processes. This role involves proactive monitoring, incident detection, and escalation to maintain service levels and minimize downtime. Shift work is mandatory on a rotational basis from Monday to Sunday, weekends and public holidays inclusive.	8+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.2.1	IT Support Technician (Application Monitoring Specific)	Junior	National Senior Certificate (Grade 12 / Matric) with subjects such as Mathematics, IT, or Business Studies being advantageous. Or, Diploma or Degree in IT or related field. Alternatively, Vendor-Specific Certifications will be considered.	The Application Monitoring Technician monitors various applications and processing of batch work, e.g. SAP batch monitoring. Strong trouble shooting skills required. Good verbal and written communication in English is essential. Shift work is mandatory on a rotational basis from Monday to Sunday, weekends and public holidays inclusive.	2+
E2.2.2	IT Support Technician (Application Monitoring Specific)	Senior	National Senior Certificate (Grade 12 / Matric) with subjects such as Mathematics, IT, or Business Studies being advantageous. Or, Diploma or Degree in IT or related field. Alternatively, Vendor-Specific Certifications will be considered.	The Application Monitoring Technician monitors various applications and processing of batch work, e.g. SAP batch monitoring. Strong trouble shooting skills required. Good verbal and written communication in English is essential. Shift work is mandatory on a rotational basis from Monday to Sunday, weekends and public holidays inclusive.	5+
E2.2.3	IT Support Technician (Application Monitoring Specific)	Principal	National Senior Certificate (Grade 12 / Matric) with subjects such as Mathematics, IT, or Business Studies being advantageous. Or, Diploma or Degree in IT or related field. Alternatively, Vendor-Specific Certifications will be considered.	The Application Monitoring Technician monitors various applications and processing of batch work, e.g. SAP batch monitoring. Strong trouble shooting skills required. Good verbal and written communication in English is essential. Shift work is mandatory on a rotational basis from Monday to Sunday, weekends and public holidays inclusive.	8+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.3.1	Network Engineer	Junior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or related IS qualification. Alternatively, Vendor-Specific Networking Certifications will be considered.	Proven experience in the design, planning, implementation, and troubleshooting of enterprise data transmission networks, including Local Area Networks (LAN), wireless (WiFi) infrastructure, data centre core networks, and high-availability transmission links. Demonstrated ability to support resilient, scalable, and secure network environments while diagnosing and resolving complex network performance and connectivity issues.	2+
E2.3.2	Network Engineer	Senior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or related IS qualification. Alternatively, Vendor-Specific Networking Certifications will be considered.	Proven experience in the design, planning, implementation, and troubleshooting of enterprise data transmission networks, including Local Area Networks (LAN), wireless (WiFi) infrastructure, data centre core networks, and high-availability transmission links. Demonstrated ability to support resilient, scalable, and secure network environments while diagnosing and resolving complex network performance and connectivity issues.	5+
E2.3.3	Network Engineer	Principal	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or related IS qualification. Alternatively, Vendor-Specific Networking Certifications will be considered.	Proven experience in the design, planning, implementation, and troubleshooting of enterprise data transmission networks, including Local Area Networks (LAN), wireless (WiFi) infrastructure, data centre core networks, and high-availability transmission links. Demonstrated ability to support resilient, scalable, and secure network environments while diagnosing and resolving complex network performance and connectivity issues.	8+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.4.1	Technical Assistant	Junior	National Senior Certificate (Grade 12 / Matric). Or, Relevant IT Qualification (Certificate or Diploma) such as National Certificate or Diploma in Information Technology, Technical Support, Systems Support, or IT Administration. Alternatively, vendor certification may be considered.	Proven experience managing workloads within an ITSM environment, including accurate updating and maintenance of service records. Skilled in data capturing, record keeping, and maintaining organised documentation. Effective customer liaison and communication skills. Experience supporting procurement processes would be beneficial.	2+
E2.4.2	Technical Assistant	Senior	National Senior Certificate (Grade 12 / Matric). Or, Relevant IT Qualification (Certificate or Diploma) such as National Certificate or Diploma in Information Technology, Technical Support, Systems Support, or IT Administration. Alternatively, vendor certification may be considered.	Proven experience managing workloads within an ITSM environment, including accurate updating and maintenance of service records. Skilled in data capturing, record keeping, and maintaining organised documentation. Effective customer liaison and communication skills. Experience supporting procurement processes would be beneficial.	5+
E2.4.3	Technical Assistant	Principal	National Senior Certificate (Grade 12 / Matric). Or, Relevant IT Qualification (Certificate or Diploma) such as National Certificate or Diploma in Information Technology, Technical Support, Systems Support, or IT Administration. Alternatively, vendor certification may be considered.	Proven experience managing workloads within an ITSM environment, including accurate updating and maintenance of service records. Skilled in data capturing, record keeping, and maintaining organised documentation. Effective customer liaison and communication skills. Experience supporting procurement processes would be beneficial.	8+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.5.1	LAN Technician	Junior	National Senior Certificate (Grade 12 / Matric) with Mathematics and/or Physical Science advantageous. Or, Certificate or Diploma in Information Technology, Network Support/Network Administration, Systems Support or Computer Networks. Alternatively, Vendor-Specific Training in Cisco, Aruba, HP, or other network hardware vendors will be considered.	The LAN Technician must have proven experience in monitoring and maintaining network performance, installing and supporting network hardware and software, and troubleshooting connectivity issues. The role requires solid networking knowledge, particularly TCP/IP, along with strong analytical and problem-solving skills. The technician should be capable of maintaining accurate network documentation, including configurations, incidents, and asset records, to ensure reliable and well-documented LAN operations.	2+
E2.5.2	LAN Technician	Senior	National Senior Certificate (Grade 12 / Matric) with Mathematics and/or Physical Science advantageous. Or, Certificate or Diploma in Information Technology, Network Support/Network Administration, Systems Support or Computer Networks. Alternatively, Vendor-Specific Training in Cisco, Aruba, HP, or other network hardware vendors will be considered.	The LAN Technician must have proven experience in monitoring and maintaining network performance, installing and supporting network hardware and software, and troubleshooting connectivity issues. The role requires solid networking knowledge, particularly TCP/IP, along with strong analytical and problem-solving skills. The technician should be capable of maintaining accurate network documentation, including configurations, incidents, and asset records, to ensure reliable and well-documented LAN operations.	5+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.5.3	LAN Technician	Principal	National Senior Certificate (Grade 12 / Matric) with Mathematics and/or Physical Science advantageous. Or, Certificate or Diploma in Information Technology, Network Support/Network Administration, Systems Support or Computer Networks. Alternatively, Vendor-Specific Training in Cisco, Aruba, HP, or other network hardware vendors will be considered.	The LAN Technician must have proven experience in monitoring and maintaining network performance, installing and supporting network hardware and software, and troubleshooting connectivity issues. The role requires solid networking knowledge, particularly TCP/IP, along with strong analytical and problem-solving skills. The technician should be capable of maintaining accurate network documentation, including configurations, incidents, and asset records, to ensure reliable and well-documented LAN operations.	8+
E2.6.1	Project Administrator	Junior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable.	Experience in administrative support, documentation, and process compliance. Key responsibilities: Maintaining project documentation (plans, registers, meeting minutes); Tracking schedules, actions, and deliverables; Managing filing systems and project records; Support reporting (status reports, dashboards); Meeting logistics and note-taking; Updating project management tools (e.g., MS Project, SharePoint); Handling procurement paperwork and invoices; Ensuring compliance with organisational procedures.	2+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.6.2	Project Administrator	Senior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable.	Experience in administrative support, documentation, and process compliance. Key responsibilities: Maintaining project documentation (plans, registers, meeting minutes); Tracking schedules, actions, and deliverables; Managing filing systems and project records; Support reporting (status reports, dashboards); Meeting logistics and note-taking; Updating project management tools (e.g., MS Project, SharePoint); Handling procurement paperwork and invoices; Ensuring compliance with organisational procedures.	5+
E2.6.3	Project Administrator	Principal	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable.	Experience in administrative support, documentation, and process compliance. Key responsibilities: Maintaining project documentation (plans, registers, meeting minutes); Tracking schedules, actions, and deliverables; Managing filing systems and project records; Support reporting (status reports, dashboards); Meeting logistics and note-taking; Updating project management tools (e.g., MS Project, SharePoint); Handling procurement paperwork and invoices; Ensuring compliance with organisational procedures.	8+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.7.1	Project Co-Ordinator	Junior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable. Proven IT/Network experience required.	Experience in coordinating activities, stakeholders, and timelines to ensure project progress. Key responsibilities: Coordinating project tasks and day-to-day activities; Liaising with internal teams, vendors, and stakeholders; Tracking project progress, milestones, risks, and issues; Assisting in planning schedules and work breakdowns; Escalating risks and blockers to the Project Manager; Support in change management; Validating deliverables before handover; Supporting project governance and reporting.	2+
E2.7.2	Project Co-Ordinator	Senior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable. Proven IT/Network experience required.	Experience in coordinating activities, stakeholders, and timelines to ensure project progress. Key responsibilities: Coordinating project tasks and day-to-day activities; Liaising with internal teams, vendors, and stakeholders; Tracking project progress, milestones, risks, and issues; Assisting in planning schedules and work breakdowns; Escalating risks and blockers to the Project Manager; Support in change management; Validating deliverables before handover; Supporting project governance and reporting.	5+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.7.3	Project Co-Ordinator	Principal	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable. Proven IT/Network experience required.	Experience in coordinating activities, stakeholders, and timelines to ensure project progress. Key responsibilities: Coordinating project tasks and day-to-day activities; Liaising with internal teams, vendors, and stakeholders; Tracking project progress, milestones, risks, and issues; Assisting in planning schedules and work breakdowns; Escalating risks and blockers to the Project Manager; Support in change management; Validating deliverables before handover; Supporting project governance and reporting.	8+
E2.8.1	Project Manager	Junior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable. Proven IT/Network experience required.	Proven and relevant experience in end-to-end planning, execution, and delivery of LAN, WiFi, and IT infrastructure projects. Experience in ensuring network-related initiatives were delivered on time, within scope and budget, while meeting technical, operational, and business requirements. Working closely with internal IT teams, external vendors, and business stakeholders to deliver reliable, secure, and scalable network infrastructure solutions with minimal impact on live environments.	2+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.8.2	Project Manager	Senior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable. Proven IT/Network experience required.	Proven and relevant experience in end-to-end planning, execution, and delivery of LAN, WiFi, and IT infrastructure projects. Experience in ensuring network-related initiatives were delivered on time, within scope and budget, while meeting technical, operational, and business requirements. Working closely with internal IT teams, external vendors, and business stakeholders to deliver reliable, secure, and scalable network infrastructure solutions with minimal impact on live environments.	5+
E2.8.3	Project Manager	Principal	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IT qualification. Alternatively, certification, diplomas or higher qualification in Project Management, Information Systems Management or ICT Governance is acceptable. Proven IT/Network experience required.	Proven and relevant experience in end-to-end planning, execution, and delivery of LAN, WiFi, and IT infrastructure projects. Experience in ensuring network-related initiatives were delivered on time, within scope and budget, while meeting technical, operational, and business requirements. Working closely with internal IT teams, external vendors, and business stakeholders to deliver reliable, secure, and scalable network infrastructure solutions with minimal impact on live environments.	8+

Category E2 – Fixed Networks and Monitoring Services					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
E2.9.1	Programme Manager	Junior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IS qualification. Alternatively, recognised Programme or Project Management qualifications.	Proven and relevant experience in strategic oversight, governance, and successful delivery of a portfolio of LAN, WiFi, and IT network infrastructure projects. Ensuring multiple, interrelated infrastructure initiatives are planned, executed, and aligned with broader organisational objectives, delivering long-term value, operational resilience, and scalability. This role operates above individual project delivery, focusing on programme-level coordination, benefits realisation, risk management, and stakeholder engagement.	2+
E2.9.2	Programme Manager	Senior	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IS qualification. Alternatively, recognised Programme or Project Management qualifications.	Proven and relevant experience in strategic oversight, governance, and successful delivery of a portfolio of LAN, WiFi, and IT network infrastructure projects. Ensuring multiple, interrelated infrastructure initiatives are planned, executed, and aligned with broader organisational objectives, delivering long-term value, operational resilience, and scalability. This role operates above individual project delivery, focusing on programme-level coordination, benefits realisation, risk management, and stakeholder engagement.	5+
E2.9.3	Programme Manager	Principal	Diploma or Bachelor's degree in Information Technology, Computer Science, Network Engineering, Telecommunications Engineering, Electrical/Electronic Engineering or relevant IS qualification. Alternatively, recognised Programme or Project Management qualifications.	Proven and relevant experience in strategic oversight, governance, and successful delivery of a portfolio of LAN, WiFi, and IT network infrastructure projects. Ensuring multiple, interrelated infrastructure initiatives are planned, executed, and aligned with broader organisational objectives, delivering long-term value, operational resilience, and scalability. This role operates above individual project delivery, focusing on programme-level coordination, benefits realisation, risk management, and stakeholder engagement.	8+

C.5.11) Resource and Skills Requirement for Category F – Telecommunications

The Telecommunications Branch is responsible for all communications, both fibre, copper and radio, for the city. Including providing comprehensive telephony, internet access and remote data connectivity services.

The project involves installation of core fibre routes between some 50 switching facilities, access routes to some 700 premises and a MPLS network being operated to provide a Metro Area Network that is extremely flexible and reliable, covers requirements over the Cape Metropolitan Area and capable of accommodating the current corporate network as well as all other operational technology networks in the city in order to act as an enabler to meet the city's vision of the smartest city in Africa.

Due to the additional temporary load the project places on resource requirements it is the intension to appoint various Telecommunications contractors to assist with the completion of this project.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F01.1	Data Network and Infrastructure Planner	Junior	National Diploma or 3yr Trade Certificate or relevant vendor industry certification (Vendor Certified Network Design Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.)	Experience in a Telecommunications environment with IS&T relevant discipline plus specialty in data network and infrastructure planning, circuit design and provisioning in the areas of Metro Area Network, Local Area Networks, Data Centres, Wi-Fi, Network Peering and Network Security. Experience with GE Smallworld will be advantageous. Must have a valid driver's license and own transport.	1 to 4 Years
F01.2	Data Network and Infrastructure Planner	Senior	National Diploma or 3yr Trade Certificate or relevant vendor industry certification (Vendor Certified Network Design Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.)	Experience in a Telecommunications environment in data network and infrastructure planning, circuit design and provisioning in the areas of Metro Area Network, Local Area Networks, Data Centres, Wi-Fi, Network Peering Cisco, Huawei, Alcatel, and Network Security. Experience with GE Smallworld will be advantageous. Must have a valid driver's license and own transport.	5 to 10 Years
F01.3	Data Network and Infrastructure Planner	Principal	Degree or Advanced Diploma (NQF7) or relevant vendor industry certification (Vendor Certified Network Design Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.); or demonstrated competency through experience.	Experience in a Telecommunications environment in data network and infrastructure planning, circuit design and provisioning in the areas of Metro Area Network, Local Area Networks, Data Centres, Wi-Fi, Network Peering Cisco, Huawei, Alcatel, and Network Security. Experience with GE Smallworld will be advantageous. Must have a valid driver's license and own transport.	11 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F02.1	Network Engineer	Junior	National Diploma or 3yr Trade Certificate or relevant vendor industry certification (Vendor Certified Network Design Professional such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.)	Perform network evaluation, planning, provisioning, monitoring, assurance, service fulfilment, maintenance and implementation across MAN, WAN and LAN data networks and network infrastructure. Knowledge in data telecommunications networks (MAN, WAN and LAN), Alcatel, Nokia, Juniper, Extreme. Understanding outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization and dynamic IP routing systems, especially OSPF. Follow Change management processes. Must have a valid driver's license and own transport.	1 to 4 Years
F02.2	Network Engineer	Senior	Degree or Advanced Diploma (NQF7) or relevant industry certification (Vendor Certified Network Design Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.).	Perform network evaluation, planning, provisioning, monitoring, assurance, service fulfilment, maintenance and implementation across MAN, WAN and LAN data networks and network infrastructure. Knowledge in data telecommunications networks (MAN, WAN and LAN), Alcatel, Nokia, Juniper, Extreme. Understanding outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization and dynamic IP routing systems, especially OSPF. Follow Change management processes. Must have a valid driver's license and own transport.	5 to 10 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F02.3	Network Engineer	Principal	Degree or Advanced Diploma (NQF7) or relevant vendor industry certification (Vendor Certified Network Design Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, etc.).	Perform network evaluation, planning, provisioning, monitoring, assurance, service fulfilment, maintenance and implementation across MAN, WAN and LAN data networks and network infrastructure. Knowledge in data telecommunications networks (MAN, WAN and LAN), Alcatel, Nokia, Juniper, Extreme. Understanding outside plant design, cable and line installation, inside plant design and circuit design. Designed and implemented internet protocol subnet masks including route summarization and dynamic IP routing systems, especially OSPF. Follow Change management processes. Must have a valid driver's license and own transport.	11 Years
F03.1	Business Analyst - Telecommunication	Principal	Relevant B Degree	Knowledge of Telecommunications management and broadband project management. Knowledge of civil, construction and telecommunications fibre optic facility management tools. Business analysis and strategy development. Technology definition and specification development. Strategic planning and policy advisory. Business development and innovation management. Undertaking financial analysis and business modelling. Determining how to take existing projects forward. Write functional specifications. Prepare project definition reports and other project and Telecommunications related documentation. Run workshops. Must have a valid driver's license and own transport.	11 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F04.1	Technician OSP/ISP	Junior	National Diploma or 3yr Trade Certificate or relevant Telecoms Industry certification.	Proven Telecommunications, Fibre and Radio OSP/ISP Infrastructure Skills. Knowledge of planning aspects of civils route, fibre and inside plant. Knowledge of telecommunication projects and installation methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and legislative constraints regarding permitting and acquisition. Knowledge of City of Cape Town SOPs and procurement processes will be an advantage. Wayleave and permitting knowledge. Computer literate (Word, Excel, Outlook, SharePoint, Smallworld). Must have a valid driver's license and own transport.	1 – 4 Years
F04.2	Technician OSP/ISP	Senior	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure.	Proven Telecommunications, Fibre and Radio OSP/ISP Infrastructure Skills. Knowledge of planning aspects of civils route, fibre and inside plant. Knowledge of telecommunication projects and installation methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and legislative constraints regarding permitting and acquisition. Knowledge of City of Cape Town SOPs and procurement processes will be an advantage. Wayleave and permitting knowledge. Computer literate (Word, Excel, Outlook, SharePoint, Smallworld). Must have a valid driver's license and own transport.	5 to 10 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F04.3	Technician OSP/ISP	Principal	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure.	Proven Telecommunications, Fibre and Radio OSP/ISP Infrastructure Skills. Knowledge of planning aspects of civils route, fibre and inside plant. Knowledge of telecommunication projects and installation methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and legislative constraints regarding permitting and acquisition. Knowledge of City of Cape Town SOPs and procurement processes will be an advantage. Wayleave and permitting knowledge. Computer literate (Word, Excel, Outlook, SharePoint, Smallworld). Must have a valid driver's license and own transport.	11 Years
F05.1	Planner (Civils and Fibre)	Junior	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure planning.	Knowledge of all aspects of civils route planning using different methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and other legislative constraints regarding permitting and acquisition. Knowledge of procurement processes an advantage. Wayleave and permitting experience. Computer literate (Word, Excel, Outlook, SharePoint, Smallworld). Must have a valid driver's license and own transport.	1 – 4 Years
F05.2	Planner (Civils and Fibre)	Senior	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure planning.	Knowledge of all aspects of civils route planning using different methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and other legislative constraints regarding permitting and acquisition. Knowledge of procurement processes an advantage. Wayleave and permitting experience. Computer literate (Word, Excel, Outlook, SharePoint, Smallworld). Must have a valid driver's license and own transport.	5 – 10 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F05.3	Planner (Civils and Fibre)	Principal	A 3-year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure planning.	Knowledge of all aspects of civils route planning using different methodologies. Knowledge of GE Smallworld and Google Earth. Knowledge of Health and Safety legislation and other legislative constraints regarding permitting and acquisition. Knowledge of procurement processes an advantage. Wayleave and permitting experience. Computer literate (Word, Excel, Outlook, SharePoint, Smallworld). Must have a valid driver's license and own transport.	11 Years
F06.1	Technician OSP/ISP Route Supervisor	Junior	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure.	Perform Quality Assurance of the OSP/CIVILS/FIBRE infrastructure implemented, conformance to TBS requirements and specifications. Code 8 driver's license essential.	1 to 4 Years
F06.2	Technician OSP/ISP Route Supervisor	Senior	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure. Certification from relevant professional body or authority for completed builds.	Perform Quality Assurance of the OSP/CIVILS/FIBRE infrastructure implemented, conformance to TBS requirements and specifications. Code 8 driver's license essential.	5 to 10 Years
F06.3	Technician OSP/ISP Route Supervisor	Principal	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Fibre OSP/ISP Infrastructure. Certification from relevant professional body or authority for completed builds.	Perform Quality Assurance of the OSP/CIVILS/FIBRE infrastructure implemented, conformance to TBS requirements and specifications. Code 8 driver's license essential.	11 Years
F07.1	Technician Facilities Construction - Telecommunication	Junior	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Telecoms Facilities	Performing administrative duties relevant to evaluating and selecting a prospective site. Providing input and assisting in the coordination of the technical design proposal. Dealing with Environmental and Land Use/Wayleaves Consultants. Liaising with third parties, town planning and other consultants/contractors.	1 to 4 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
			Infrastructure Construction.	Computer literate (Word, Excel, Outlook, SharePoint, SmallWorld). Must have a valid driver's license and own transport.	
F07.2	Technician Facilities Construction - Telecommunication	Senior	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Telecoms Facilities Infrastructure Construction.	Performing administrative duties relevant to evaluating and selecting a prospective site. Providing input and assisting in the coordination of the technical design proposal. Dealing with Environmental and Land Use/Wayleaves Consultants. Liaising with third parties, town planning and other consultants/contractors. Computer literate (Word, Excel, Outlook, SharePoint, SmallWorld). Must have a valid driver's license and own transport.	5 to 10 Years
F07.3	Technician Facilities Construction - Telecommunication	Principal	A 3 year tertiary qualification in the field of Information Technology, Telecommunications, for Telecoms Facilities Infrastructure Construction.	Performing administrative duties relevant to evaluating and selecting a prospective site. Providing input and assisting in the coordination of the technical design proposal. Dealing with Environmental and Land Use/Wayleaves Consultants. Liaising with third parties, town planning and other consultants/contractors. Computer literate (Word, Excel, Outlook, SharePoint, SmallWorld). Code 8 driver's license essential.	11 Years
F08.1	Technical Assistant Telecoms	Junior	A NQF 3 qualification in the field of Information Technology, Telecommunications.	Ensure legal and technical integrity of applications and confirm compliance with business rules. Communicate with applicants regarding compliance of applications. Provide technical and administrative information to internal and external clients and maintain system records and monitor progress of applications. Perform administrative duties including progress reporting, advising applicants, and processing applications. Manage administration controls by safeguarding up-to-date technical references and records. Oversee asset management requirements and maintain an accurate asset register.	3 Years

Category F – Telecommunications						
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience	
F08.2	Technical Assistant Telecoms	Senior	A NQF 3 qualification in the field of Information Technology, Telecommunications.	Ensure legal and technical integrity of applications and confirm compliance with business rules. Communicate with applicants regarding compliance of applications. Provide technical and administrative information to internal and external clients and maintain system records and monitor progress of applications. Perform administrative duties including progress reporting, advising applicants, and processing applications. Manage administration controls by safeguarding up-to-date technical references and records. Oversee asset management requirements and maintain an accurate asset register.	4 to 5 Years	
F08.3	Technical Assistant Telecoms	Principal	A NQF 3 qualification in the field of Information Technology, Telecommunications.	Ensure legal and technical integrity of applications and confirm compliance with business rules. Communicate with applicants regarding compliance of applications. Provide technical and administrative information to internal and external clients and maintain system records and monitor progress of applications. Perform administrative duties including progress reporting, advising applicants, and processing applications. Manage administration controls by safeguarding up-to-date technical references and records. Oversee asset management requirements and maintain an accurate asset register.	6 to 7 Years	
F09.1	Safety Officer - Telecommunications	Junior	3-year National Diploma, B-TECH or first Degree in Occupational Health & Safety or related field.	Perform workplace orientations and training to employees, contractors, suppliers and visitors. Develop and deliver safety training. Sound knowledge of health and safety legislation in South Africa (OHSACT and COIDA ACT). Good understanding of Health and Safety best practice and standards in Telecommunications and construction. Registration with a professional body (e.g. SACPCMP) is advantageous. Good administrative and reporting abilities. Able bodied with ability to conduct site inspections. Must have a valid driver's license and own transport.	1 to 4 Years	

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F09.2	Safety Officer - Telecommunications	Senior	3-year National Diploma, B-TECH or first Degree in Occupational Health & Safety or related field.	Perform workplace orientations and training. Develop and deliver safety training. Strong knowledge of South African health and safety legislation (OHSACT and COID ACT). Strong understanding of Health and Safety best practice and standards in Telecommunications and construction. Registration with a professional body (e.g. SACPCMP) desirable. Strong administrative, reporting and coordination abilities. Ability to address health and safety issues and contribute to the development of Health & Safety documentation. Able bodied with ability to conduct site inspections. Must have a valid driver's license and own transport.	5 – 10 Years
F09.3	Safety Officer - Telecommunications	Principal	3-year National Diploma, B-TECH or first Degree in Occupational Health & Safety or related field.	Perform workplace orientations and training. Develop and deliver safety training. Advanced knowledge of South African health and safety legislation (OHSACT and COID ACT). Extensive knowledge of Health and Safety best practice and standards in Telecommunications and construction. Registration with a professional body (e.g. SACPCMP) desirable. Strong administrative, coordination, reporting and advisory capabilities with the ability to develop and review Health & Safety specifications and take professional responsibility for complex health and safety matters. Able bodied with ability to conduct site inspections. Must have a valid driver's license and own transport.	11 Years
F10.1	Project Administrator	Senior	NQF4 plus accredited 1-year project management certificate or National Diploma. Knowledge of Microsoft SharePoint or equivalent document management system.	The ability to work systematically and accurately in complex settings. Project site visits and vendor administration. Proficiency in Microsoft Office (Excel, Word in particular). Excellent communication skills. Knowledge of Microsoft SharePoint or equivalent document management system. Experience in maintaining overall project administrative processes. Understanding and coordination of implementation of projects across different departments. Must have a valid driver's license and own transport.	5+ Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F11.1	Project Coordinator	Senior	A 3-year tertiary qualification in the field of Information Technology and Telecommunications with proven telecoms project experience.	Telecommunication project coordination. Interdepartmental liaison in respect of driving, monitoring and reporting on all aspects of project implementation. Knowledge of telecommunication technology building blocks in Fibre, Radio, Data Centres and MPLS. Manage project governance compliance. Manage project legislation and policy requirements. Experience with City of Cape Town administration of project documentation (specifications, closeout documents, POs and invoices) will be an advantage. Proficiency in Microsoft Office (Excel, Word in particular). Excellent communication skills. Must have a valid driver's license and own transport.	5+ Years
F12.1	Project Manager	Senior	Degree with Project Management as subject with telecommunication projects skills; or proven qualification in project and management skills within a Telecoms multi-project environment. Professional registration with a PM Body in South Africa.	Telecommunication project coordination. Interdepartmental liaison in respect of driving, monitoring and reporting on all aspects of project implementation. Knowledge of telecommunication technology building blocks in Fibre, Radio, Data Centres and MPLS. Manage project governance compliance. Manage project legislation and policy requirements. Experience with City of Cape Town administration of project documentation (specifications, closeout documents, POs and invoices) will be an advantage. Proficiency in Microsoft Office (Excel, Word in particular). Excellent communication skills. Must have a valid driver's license and own transport.	5+ Years
F13.1	General Construction Worker		NQF 3 Qualification	General Construction work, Trenching, Masonry work, plastering, painting.	2 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F14.1	RF Field Engineer	Senior	A NQF Level 6 qualification in Electrical Engineering (Light Current) or Telecommunications, with a specialisation in Radio Frequency Transmission and Radiation.	Perform operational and technical support of TETRA systems, including work at high site installations, supported by a strong understanding of radio frequency (RF) principles such as propagation, modulation, and interference. Sound knowledge of wireless communication technologies, including TETRA, LTE, microwave, and VHF/UHF systems. Ability to interpret RF schematics, link budgets, and coverage prediction outputs, and an understanding of antenna theory, feeder systems, duplexers, combiners, and RF filtering components.	3 Years
F14.2	RF Optimization Engineer	Senior	A NQF Level 7 qualification in Electrical Engineering (Light Current) or Telecommunications, with a specialisation in Radio Frequency Transmission and Radiation.	Perform monitoring and analysis of TETRA system performance through evaluation of radio network KPIs, including RSSI, SINR, BER, throughput, call setup success rate, and drop rate. Identify coverage gaps, sources of interference, and capacity constraints. Conduct drive tests, walk tests, and coverage surveys to validate real-world RF performance. Implement optimisation measures such as adjustment of antenna tilt, azimuth, transmit power levels, and frequency allocations. Refine handover parameters, neighbour lists, and coverage overlap. Investigate co-channel, adjacent-channel, and external interference and support implementation of appropriate mitigation measures.	5 Years
F14.3	TETRA System Engineer	Senior	A NQF Level 6 qualification in Electrical Engineering (Light Current) or Telecommunications, with a specialisation in Radio Frequency Transmission and Radiation.	Perform operational and technical support of TETRA systems, including work at high site installations, supported by a strong understanding of radio frequency (RF) principles such as propagation, modulation, and interference. Sound knowledge of wireless communication technologies, including TETRA, LTE, microwave, and VHF/UHF systems. Ability to interpret RF schematics, link budgets, and coverage prediction outputs, and an understanding of antenna theory, feeder systems, duplexers, combiners, and RF filtering components.	3 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F14.4	TETRA Radio Subscriber Technician	Senior	A NQF Level 6 qualification in Electrical Engineering (Light Current) or Telecommunications, with a specialisation in Radio Frequency Transmission and Radiation.	Perform programming, configuration, and updating of TETRA handheld radios in accordance with approved fleet maps, talkgroups, and operational profiles. Load and manage encryption keys, authentication parameters, and security features in line with PPDR standard procedures. Ensure correct firmware versions, codeplugs, and configuration templates are accurately applied to all subscriber devices. Perform Level 2 diagnostic repairs and maintenance on TETRA handheld radios, including fault finding, component replacement, firmware recovery, and restoration of full operational functionality.	2 Years
F14.5	RF Planner (TETRA)	Senior	A NQF Level 7 qualification in Electrical Engineering (Light Current) or Telecommunications, with a specialisation in Radio Frequency Transmission and Radiation.	Designing and planning new network coverage and capacity, including conducting radio propagation modelling; designing new base station locations and antenna configurations; performing link budget calculations; determining optimal antenna height, tilt, azimuth, and power levels; planning frequency allocation and reuse in TETRA environments; ensuring regulatory compliance (e.g., ICASA licensing requirements); predicting coverage footprints prior to deployment; and preparing Bills of Quantities (BoQ) and detailed design documentation.	5 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F14.6	ISI Engineer (Inter-System Integration - TETRA)	Senior	A NQF Level 7 qualification in Electrical Engineering (Light Current) or Telecommunications, with a specialisation in Radio systems/networks integration.	Ensures seamless and secure communication between radio systems, agencies, and technologies within a mission-critical PPDR environment by designing, implementing, testing, and maintaining interoperability across TETRA networks, LTE/5G mission-critical platforms, dispatch systems, conventional radio networks, and encryption infrastructures. Core responsibilities include design and configuration of ISI gateways; integrating multi-vendor TETRA platforms; configuring and maintaining SwMI/MSO switching infrastructure; managing secure IP core connectivity and routing; ensuring subscriber interoperability, fleet alignment, and roaming; and supporting encrypted inter-network communications and key management systems.	5 Years
F15.1	Telecommunications OSS Engineer	Junior	Degree or Advanced Diploma (NQF7) or relevant vendor industry certification (i.e. Vendor Certified Network Design/Professional Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, virtualisation, storage hardware etc.).	Perform planning, design, operational and technical support of Telecommunications Operations Support Systems (OSS), including Network Management Systems (NMS), Building Management Systems (BMS) for infrastructure equipment, service assurance, performance monitoring, fault management, and service management platforms. Strong understanding of telecom network architectures (core, transmission, radio, IP/MPLS) and their integration into OSS environments for alarm management, performance analytics, provisioning, and reporting.	2 to 4 Years
F15.2	Telecommunications OSS Engineer	Intermediate	Degree or Advanced Diploma (NQF7) or relevant vendor industry certification (i.e. Vendor Certified Network Design/Professional Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, virtualisation, storage hardware etc.).	Perform planning, design, operational and technical support of Telecommunications Operations Support Systems (OSS), including Network Management Systems (NMS), Building Management Systems (BMS) for infrastructure equipment, service assurance, performance monitoring, fault management, and service management platforms. Strong understanding of telecom network architectures (core, transmission, radio, IP/MPLS) and their integration into OSS environments for alarm management, performance analytics, provisioning, and reporting.	3 to 5 Years

Category F – Telecommunications					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
F15.3	Telecommunications OSS Engineer	Senior	Degree or Advanced Diploma (NQF7) or relevant vendor industry certification (i.e. Vendor Certified Network Design/Professional Expert such as Cisco, Huawei, Alcatel, Nokia, Juniper, Extreme, virtualisation, storage hardware etc.).	Perform planning, design, operational and technical support of Telecommunications Operations Support Systems (OSS), including Network Management Systems (NMS), Building Management Systems (BMS) for infrastructure equipment, service assurance, performance monitoring, fault management, and service management platforms. Strong understanding of telecom network architectures (core, transmission, radio, IP/MPLS) and their integration into OSS environments for alarm management, performance analytics, provisioning, and reporting.	5+ Years

C.5.12) Resource and Skills Requirement for Category G – Cyber Security

The Cyber Security Branch is responsible for all cyber security controls for the city. Including providing endpoint management, vulnerability management, patch management, public key infrastructure, incident management, data loss prevention, compliance services, governance services, application delivery, web application firewall, cloud security, solution architecture, project management, network security, identity governance and administration, privileged access management, single sign-on, identity proofing, security awareness, cyber risk and the City's information system management system.

The Cyber Security branch requires additional resources to fulfil its duties in order to protect the City from cyber threats and proactively implement security controls. These may form part of projects or as part of operational requires.

The table below is directly, numerically referenced with the tables reflected under the various categories in **(4) Price Schedule**, above. This table describes the associated required core skills and qualifications for the listed positions. This list is meant to be a basis of minimum criteria per position; at the time of requesting a resource, a comprehensive job advert will be circulated detailing the exact requirements for the specific position's resource.

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G1.1	Security Analyst Operations	Junior	Cyber Security Analyst with relevant technical qualification.	Threat Detection & Monitoring; Incident response; Networking & Protocol Knowledge; Endpoint Security; Cloud Security Fundamentals; Analytical & Problem-Solving Skills; Knowledge of Frameworks & Standards; Tooling & Automation Skills; Professional communication skills.	2–5
G1.2	Security Analyst Operations	Senior	Cyber Security Analyst with relevant technical qualification.	Threat Detection & Monitoring; Incident response; Networking & Protocol Knowledge; Endpoint Security; Cloud Security Fundamentals; Analytical & Problem-Solving Skills; Knowledge of Frameworks & Standards; Tooling & Automation Skills; Professional communication skills; Incident investigations; Documentation of incidents and preservation.	5+
G2.1	Microsoft Purview Data Loss Protection Administrator	Senior	SC400 Purview Information Protection Administrator or equivalent.	Data Discovery; Classification & Sensitive Information Types; Sensitivity Labels & Label Policies; Designing & Implementing DLP Policies; Alerts; Investigations & Incident Response; Understanding Microsoft Purview Architecture & Governance; Role-Based Access Control (RBAC) & Permissions; Compliance & Regulatory Awareness; Microsoft 365 & Purview Ecosystem Knowledge; PowerShell & Automation Basics; Analytical, Reporting & Monitoring Skills.	5+
G2.2	Microsoft Purview Data Loss Protection Administrator	Principal	(SC400 Purview Information Protection Administrator).	Data Discovery; Classification & Sensitive Information Types; Sensitivity Labels & Label Policies; Designing & Implementing DLP Policies; Alerts; Investigations & Incident Response; Understanding Microsoft Purview Architecture & Governance; Role-Based Access Control (RBAC) & Permissions; Compliance & Regulatory Awareness; Microsoft 365 & Purview Ecosystem Knowledge; PowerShell & Automation Basics; Analytical, Reporting & Monitoring Skills.	8+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G2.3	Microsoft Purview Compliance Administrator	Senior	(SC400 Purview Information Protection Administrator).	Information Protection & Data Classification; Data Lifecycle Management (Retention & Records Management); DLP for M365 workloads; Compliance Governance & Risk Management; Assessments, Audits & Regulatory Alignment; Policy Configuration & Tenant-Wide Enforcement; Incident Response & Reporting; Foundational Security & Compliance Knowledge.	5+
G2.4	Microsoft Purview Compliance Administrator	Principal	(SC400 Purview Information Protection Administrator).	Data Discovery; Classification & Sensitive Information Types; Sensitivity Labels & Label Policies; Designing & Implementing DLP Policies; Alerts; Investigations & Incident Response; Understanding Microsoft Purview Architecture & Governance; Role-Based Access Control (RBAC) & Permissions; Compliance & Regulatory Awareness; Microsoft 365 & Purview Ecosystem Knowledge; PowerShell & Automation Basics; Analytical, Reporting & Monitoring Skills.	8+
G3.1	Application Delivery Controller and Web Application Firewall Engineer	Senior	Citrix NetScaler networking certifications.	Experience configuring Citrix NetScaler appliances; Citrix NetScaler ADC and WAF solutions; Citrix ADC AAA solutions; Citrix API security solutions; Strong Networking Fundamentals; NetScaler Core Configuration & Management; Application Delivery & Optimization; Citrix Gateway/Access Control Skills; Security & Hardening Expertise; Understanding of Infrastructure Ecosystems; Documentation & Change Management.	5+
G3.2	Application Delivery Controller and Web Application Firewall Engineer	Principal	Citrix NetScaler networking certifications.	Experience configuring Citrix NetScaler appliances; Citrix NetScaler ADC and WAF solutions; Citrix ADC AAA solutions; Citrix API security solutions; Strong Networking Fundamentals; NetScaler Core Configuration & Management; Application Delivery & Optimization; Citrix Gateway/Access Control Skills; Security & Hardening Expertise; Understanding of Infrastructure Ecosystems; Documentation & Change Management.	8+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G4.1	Cloud Security Engineer	Senior	Microsoft Defender for Cloud certifications, IAM and Security Analyst or equivalent.	Experience configuring Defender for Cloud Apps; Experience configuring Defender for Cloud; M365 integration; Deep Understanding of the Microsoft 365 E5 Security Stack; Identity Security & Zero Trust Architecture; Security Architecture & Hardening Risk; Governance & Compliance; Cross-Team Collaboration.	5+
G4.2	Cloud Security Engineer	Principal	Microsoft Defender for Cloud certifications, IAM and Security Analyst or equivalent.	Experience configuring Defender for Cloud Apps; Experience configuring Defender for Cloud; M365 integration; Deep Understanding of the Microsoft 365 E5 Security Stack; Identity Security & Zero Trust Architecture; Security Architecture & Hardening Risk; Governance & Compliance; Cross-Team Collaboration.	8+
G5.1	Public Key Infrastructure (PKI) Systems Engineer	Senior	Relevant information security technical qualification e.g. CISSP.	Demonstrate knowledge in system administration (Windows/Linux); Knowledgeable with x.509 digital certificates; Fundamentals of Public Key Infrastructure (PKI); Microsoft Active Directory Certificate Services (ADCS); Microsoft 365 E5 & Azure Security Stack Knowledge; AppViewX CERT+ Administration; Networking & Infrastructure Knowledge; Security Governance, Controls & Compliance; Automation & Scripting; Operational & Troubleshooting Skills; Soft Skills including communication and documentation.	5+
G5.2	Public Key Infrastructure (PKI) Systems Engineer	Principal	Relevant information security technical qualification e.g. CISSP.	Demonstrate knowledge in system administration (Windows/Linux); Knowledgeable with x.509 digital certificates; Fundamentals of Public Key Infrastructure (PKI); Microsoft Active Directory Certificate Services (ADCS); Microsoft 365 E5 & Azure Security Stack Knowledge; AppViewX CERT+ Administration; Networking & Infrastructure Knowledge; Security Governance, Controls & Compliance; Automation & Scripting; Operational & Troubleshooting Skills; Soft Skills including communication and documentation.	8+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G6.1	Information Security Solution Architect	Senior	Relevant information security technical qualification e.g. CISSP, SABSA, CCSP, AWS/Azure Security Architect certs.	Security Architecture & Design; Risk Management & Threat Modeling; Cloud & Platform Security Architecture; Identity & Access Management (IAM); Application & Data Security; Network & Infrastructure Security; Governance, Compliance & Policy Alignment; Communication & Stakeholder Management.	5+
G6.2	Information Security Solution Architect	Principal	Relevant information security technical qualification e.g. CISSP, SABSA, CCSP, AWS/Azure Security Architect certs.	Security Architecture & Design; Risk Management & Threat Modeling; Cloud & Platform Security Architecture; Identity & Access Management (IAM); Application & Data Security; Network & Infrastructure Security; Governance, Compliance & Policy Alignment; Communication & Stakeholder Management.	8+
G7.1	Cyber Security Project Manager	Senior	Relevant project management certification.	Security Knowledge (Foundational Technical Understanding); Project & Program Management Expertise; Cybersecurity Governance & Compliance Skills; Stakeholder & Communication Excellence; Analytical & Problem-Solving Skills; Tooling & Automation Familiarity; Change Management & Adoption Skills; Incident Preparedness & Crisis Coordination.	5+
G8.1	ISMS Policy & Documentation Specialists	Senior	ISO/IEC 27001 Foundation; ISO/IEC 27001 Lead Implementer; ISO/IEC 27001 Internal Auditor; ISO 27001 Documentation Development & Implementation Training.	ISMS & Information Security Framework Expertise; Policy Development & Technical Writing Excellence; Risk Management & Control Mapping; Regulatory, Legal & Compliance Awareness; Process Engineering & Operational Alignment; Stakeholder Engagement & Facilitation; Document Management & Configuration Control; Understanding of South African municipal regulatory requirements.	5+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G9.1	Palo Alto Network Security Engineer	Senior	Palo Alto Networks Certified Network Security Engineer (PCNSE), or equivalent.	Deep Understanding of Palo Alto Firewall Architecture & Components; Networking Fundamentals & Interface Configuration; Security Policy Creation & Traffic Management; User Identification & Access Control; VPN Technologies; Threat Prevention & Security Subscriptions; Logging, Monitoring & Visibility; Cloud Security & Integration; Troubleshooting & Operational Expertise; Planning, Deployment & Automation; Excellent communication skills.	5+
G9.2	Palo Alto Network Security Engineer	Principal	Palo Alto Networks Certified Network Security Engineer (PCNSE), or equivalent.	Deep Understanding of Palo Alto Firewall Architecture & Components; Networking Fundamentals & Interface Configuration; Security Policy Creation & Traffic Management; User Identification & Access Control; VPN Technologies; Threat Prevention & Security Subscriptions; Logging, Monitoring & Visibility; Cloud Security & Integration; Troubleshooting & Operational Expertise; Planning, Deployment & Automation; Excellent communication skills.	8+
G10.1	IGA Engineer	Senior	Relevant IGA certifications.	Strong understanding of identity lifecycle management (provisioning, de-provisioning, updates); Knowledge of authentication & authorization concepts: SSO, MFA, RBAC, ABAC; Understanding of directory services: Active Directory, Azure AD, LDAP; IGA Platform Expertise; Scripting & Automation; API & Integration Skills; Security Governance & Compliance Knowledge; Infrastructure & Cloud Knowledge; Strong communication skills; Documentation & process mapping; Project and stakeholder management.	5+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G10.2	IGA Engineer	Principal	Relevant IGA certifications.	Strong understanding of identity lifecycle management (provisioning, de-provisioning, updates); Knowledge of authentication & authorization concepts: SSO, MFA, RBAC, ABAC; Understanding of directory services: Active Directory, Azure AD, LDAP; IGA Platform Expertise; Scripting & Automation; API & Integration Skills; Security Governance & Compliance Knowledge; Infrastructure & Cloud Knowledge; Strong communication skills; Documentation & process mapping; Project and stakeholder management.	8+
G11.1	SSO Engineer	Senior	Relevant SSO certifications.	Strong understanding of Single Sign-On technologies to support primary Microsoft and SAP environments. Microsoft Entra ID (Azure AD): App registrations & Enterprise Apps (SAML, OIDC/OAuth), Token configuration, Conditional Access, App Proxy, Provisioning via built-in connectors, Graph API & PowerShell for automation. SAP Cloud Identity Services: Identity Authentication (IAS) as IdP or proxy to Entra, attribute mapping, conditional authentication; Identity Provisioning (IPS) for SCIM-based moves between Entra, IAS, and SAP SaaS (SuccessFactors, Ariba, Concur); HR-driven identity; Logging & forensics: correlating Entra sign-in logs, IAS logs, SAP security audit logs, and SAP HTTP/SAML traces.	5+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G11.2	SSO Engineer	Principal	Relevant SSO certifications.	Strong understanding of Single Sign-On technologies to support primary Microsoft and SAP environments. Microsoft Entra ID (Azure AD): App registrations & Enterprise Apps (SAML, OIDC/OAuth), Token configuration, Conditional Access, App Proxy, Provisioning via built-in connectors, Graph API & PowerShell for automation. SAP Cloud Identity Services: Identity Authentication (IAS) as IdP or proxy to Entra, attribute mapping, conditional authentication; Identity Provisioning (IPS) for SCIM-based moves between Entra, IAS, and SAP SaaS (SuccessFactors, Ariba, Concur); HR-driven identity; Logging & forensics: correlating Entra sign-in logs, IAS logs, SAP security audit logs, and SAP HTTP/SAML traces.	8+
G12.1	PAM Engineer	Senior	Relevant PAM certifications.	Strong understanding of identity lifecycle management (provisioning, de-provisioning, updates); Knowledge of authentication & authorization concepts: SSO, MFA, RBAC, ABAC; JML process integration; Design of Segregation of Duties (SoD) rules for privileged roles; Integration between PAM, IDAM, and HR systems. Expected Skill Areas: Vaulting & rotation of privileged credentials; Session management (recording, proxying, monitoring); Just-In-Time (JIT) access provisioning; Privileged task automation; Policy creation (access, workflow, password, approvals). Active Directory: Securing Domain Admin, Enterprise Admin, and Tier-0 groups; Integration with PAM vaults for service accounts, gMSA, LAPS. Azure/Entra ID: Configuring PIM for Azure RBAC roles, M365 admin roles; Conditional Access; Hybrid identity integration. Proficiencies: API integration between PAM and ILM systems; Workflow automation (REST, SOAP, PowerShell, Python); Credential injection for applications and scripts; CI/CD integration for privileged secrets.	5+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G12.2	PAM Engineer	Principal	Relevant PAM certifications.	Strong understanding of identity lifecycle management (provisioning, de-provisioning, updates); Knowledge of authentication & authorization concepts: SSO, MFA, RBAC, ABAC; JML process integration; Design of Segregation of Duties (SoD) rules for privileged roles; Integration between PAM, IDAM, and HR systems. Expected Skill Areas: Vaulting & rotation of privileged credentials; Session management (recording, proxying, monitoring); Just-In-Time (JIT) access provisioning; Privileged task automation; Policy creation (access, workflow, password, approvals). Active Directory: Securing Domain Admin, Enterprise Admin, and Tier-0 groups; Integration with PAM vaults for service accounts, gMSA, LAPS. Azure/Entra ID: Configuring PIM for Azure RBAC roles, M365 admin roles; Conditional Access; Hybrid identity integration. Proficiencies: API integration between PAM and ILM systems; Workflow automation (REST, SOAP, PowerShell, Python); Credential injection for applications and scripts; CI/CD integration for privileged secrets.	8+
G13.1	Vulnerability Management Engineer	Senior	Qualys VM Specialist, Tenable Certified Administrator or Analyst, or equivalent.	Technical Security Skills: Vulnerability scanning & assessment using tools such as Tenable Nessus, Tenable.io, Qualys VMDR. Strong understanding of Windows Server/Workstation, Linux distributions (Ubuntu, RHEL, CentOS), network devices (firewalls, routers, switches). Experience with cloud platforms: Microsoft Azure (Security Center, Defender for Cloud), AWS Security Hub/Inspector, GCP Security Command Center. Understanding of secure configuration baselines (CIS, Microsoft STIGs). Knowledge of how vulnerabilities relate to attack paths, MITRE ATT&CK techniques, and exploit chains. Ability to support remediation during critical vulnerability events. Skills in explaining technical vulnerabilities in non-technical terms, preparing executive-level reports, and strong stakeholder management.	5+

Category G – Cyber Security					
Role	Function / Role	Level	Qualification	Core Skills	Years of Experience
G13.2	Vulnerability Management Engineer	Principal	Qualys VM Specialist, Tenable Certified Administrator or Analyst, or equivalent.	Experience with cloud platforms: Microsoft Azure (Security Center, Defender for Cloud), AWS Security Hub/Inspector, GCP Security Command Center. Understanding of secure configuration baselines (CIS, Microsoft STIGs). Knowledge of how vulnerabilities relate to attack paths, MITRE ATT&CK techniques, and exploit chains. Ability to support remediation during critical vulnerability events. Skills in explaining technical vulnerabilities in non-technical terms, preparing executive-level reports, and strong stakeholder management and follow-through.	5+
G14.1	Cyber Security Awareness Analyst	Senior	Security Awareness-Specific Certifications or equivalent.	Security & Risk Knowledge; Security Awareness Program Design & Management; Behaviour Change & Human Risk Skills; Communication & Content Development; Data Analysis, Metrics & Reporting; Tooling & Platform Proficiency; Stakeholder & Relationship Management; Governance, Audit & Compliance Alignment.	

C.5.13) TRADE NAMES OR PROPRIETARY PRODUCTS

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words “or equivalent”.

C.5.14) EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

C.5.15) FORMS FOR CONTRACT ADMINISTRATION

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than **R0** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

1. Definitions

Insert new clause 1.1A with the following:

- 1.1A “Commencement Date” means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the *Schedule of Deviations* (if any).
- 1.1B “Conditions of Contract” means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

Delete Clause 1.15 and substitute with the following

- 1.15 The word ‘Goods’ is to be replaced everywhere it occurs in the GCC with the phrase ‘Goods and / or Services’ which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words “supplies” and “services” occurs in the GCC.

Delete Clause 1.19 and substitute with the following

- 1.19 The word ‘Order’ is to be replaced everywhere it occurs in the GCC with the words ‘Purchase Order’ which means the official purchase order authorised and released on the Purchaser’s SAP System.

Delete Clause 1.21 and substitute with the following:

- 1.21 ‘Purchaser’ means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

Add the following after Clause 1.25:

- 1.26 ‘Supplier’ means the provider of Goods and / or Services with whom the Contract is concluded also referred to as “contractor” in the GCC.
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 “Working Day” means Monday to Friday excluding weekends and Public Holidays (in the Republic of Sotuh Africa).

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance stated in the Contract, if any.

TENDER NO: 9S/2026/27

- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the Delivery of the Goods and/or Services and give all notices and pay all charges required by such authorities.
- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
 - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),
 - c) Initial delivery programme, and
 - d) Other requirements as detailed in the Contract.
- 3.5.2 The Supplier shall be notified of the success of the candidate after relevant processes have been followed. However, only upon receipt of a valid purchase order shall the City have been deemed to accept the offer made by the Supplier.
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Services including any temporary services that may be required.
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
- 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
- 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
- 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
- 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
- 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order has been issued to the Supplier.

- 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
- 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.
- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

- 5.6 **Publicity and publication**
The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 **Confidentiality**
Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.
- 5.8 **Intellectual Property**
 - 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
 - 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
 - 5.8.3 The Supplier shall, and warrants that it shall:
 - 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
 - 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Purchaser;

- 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Purchaser;
- 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;
- 5.8.3.5 Ensure that its employees, directors, members and contractors comply strictly with the provisions of this Clause 5.5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

Add the following after clause 5.8:

5.9 Protection of Personal Information Act of 2013

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 5.9.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 5.9.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 5.9.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal

information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

5.10 PERFORMANCE MONITORING

5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the Supplier agrees to provide the CCT with its full cooperation in this regard.

7. Performance Security

Delete clause 7.1 and replace with the following:

Not Applicable. Tenderers must disregard the **Pro Forma Performance Security/ Guarantee** and are not required to furnish same.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

8.2 If it is a bid condition that Goods and/or Services to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the "goods" does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.

10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

11. Insurance

Add the following after clause 11.1:

11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:

11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **R20 million** for any single claim;

11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;

11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act

130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).

- 11.2.4 In the case of Contracts for delivery of professional services, Professional indemnity insurance providing cover in an amount of not less than **NOT APPLICABLE** in respect of each and every claim during the contract period.
- 11.2.5 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.
- 11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker's Warranty or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

- 15.2 The warranty for this Contract shall remain valid for six (6) months from date of Delivery of the Goods and/or Services.

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

- 16.1 Payment of invoices will be made:

- 16.1.1 Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.

- 16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

Delete Clause 16.2 in its entirety and replace with the following:

- 16.2 The Supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

- 16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

- 16.6 The Purchaser will only make advanced payments to the Supplier in strict compliance with the terms and conditions as contained in the Pro forma Advanced Payment Guarantee and only once the authenticity of such guarantee has been verified by the Purchaser's Treasury Department.

- 16.6.1 The Advance Payment Schedule applicable to this Contract is set out below. The items of plant and materials which have been identified by the Purchaser as being suitable for advance payment in terms of this Contract are listed in the table below, and for which the Purchaser is prepared to make advance payment to the Supplier, subject to the conditions below. Should an item or items be added to the list at tender stage by a tenderer, no obligation to advance payment shall be incurred by the Purchaser, for such items added by the tenderer except as provided for herein.

Plant and materials which have been manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third party manufacturer/supplier, and which may be stored by the supplier:
NOT APPLICABLE	

- 16.6.2 The Supplier can only rely on advance payment being permitted by the Purchaser in respect of the plant and materials listed in the table above. The Purchaser may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the Supplier.
- 16.6.3 Advance payment for the purposes of deposits will only be provided up to a limit of **NOT APPLICABLE** of the value of any one item being claimed.
- 16.6.4 The Supplier shall provide the Purchaser with documentary evidence of the terms and conditions for which a deposit with order is required by a third party manufacturer/supplier, together with the advance payment guarantee.
- 16.6.5 The Supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the Supplier. The Supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the Purchaser upon request, for the whole value of the item.

17. Prices

Add the following after clause 17.1

17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.

17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

17.4 Prices are firm and not subject to adjustment

- Where travelling is required and not achievable through the fleet pool of vehicles as part of the resources' operational requirements (Field work, etc.) such rates will be paid at the SARS travelling rate (where applicable and as defined within the pricing schedule)

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

20. Subcontracts

Add the following after clause 20.1:

- 20.2 The Supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the Supplier.
- 20.3 Any appointment of a subcontractor shall not amount to a contract between the Purchaser and the subcontractor, or a responsibility or liability on the part of the Purchaser to the subcontractor and shall not relieve the Supplier from any liability or obligation under the Contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

- 21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its subcontractors should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

- 21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

- 22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.

The penalty for this contract shall be **in accordance with the table below**

Table of Performance criteria, measurement and penalties				
#	Performance Criteria	Measurement and Measure Entity	Metric	Penalty
1	Inability to provide successful resource within the specified time frame.	The Supplier must fulfil the request within a two month consecutive cycle.	Success rate of less than 50% in a 2 month cycle.	The penalty for this transgression shall be 1.5% of the value of the Purchase order pertransgression within a 2 month consecutive period.
2	Inability of Supplier to provide the City with respective notice period of closure and inability to render services during such time	The Supplier must provide the City with written notice of the inability to provide services during closure periods	Per incident	The penalty for this transgression shall be 1.5% of the next Purchase order with the respective Supplier
3	Ability of resource to commence services on the required date	The Supplier cannot provide the services / resource at the agreed upon commencement date.	Not providing the service/resource(s) per service request	The penalty for this transgression shall be 1.5% of the value of the Purchase order for a transgression within a 2 month consecutive period.
4	The necessary documentation / permits / certificates are in place to commence work on the agreed time.	The Supplier did not provide all required documentation / permits / certificates atleast 10 days prior to commencement date.	Per incident of not providing the required documentation on time.	The penalty for this transgression shall be 1.5% of the value of the Purchase order for a transgression within a 2 month consecutive period.
5	Ability of resource to report for duty on when fulfilling day-to-day responsibilities as outlined in the service request and ability of resource to account for work done/completed.	The Supplier must ensure that the resource reports for day to day duties and evidence work completed.	Daily attendance and evidence of work completed per required milestone of project	The penalty for this transgression shall be 1.5% of the value of the Purchase order for a transgression within a 2 month consecutive period.
6	Ability of Supplier to ensure resource effectively renders the service in line with the quality expectations	The Supplier must ensure the resource meets the required milestones	Per project	The penalty for this transgression shall be 1.5% of the value of the Purchase order for a transgression within a 2 month consecutive period.
7	Adherence to CCT office procedure, work conditions and rules and proper conduct at the workplace.	Both Supplier and/or resource / individual behaviour is in violation of the CCT office procedure, work conditions and rules and proper conduct at the workplace.	No corrective action was taken within 10 days of a formal incident and/or compliant per incident or transgression.	The current Supplier needs to provide a replacement CV and if the resource is found suitable, the resource must start within a month. If a replacement CV cannot be provided within 5 days the next service provider on the list will be approached and the normal process will follow.

Table of Performance criteria, measurement and penalties				
#	Performance Criteria	Measurement and Measure Entity	Metric	Penalty
8	Resources are required to provide 30 days' notice if they intend to resign	Supplier are obliged to contractually agree a 30 day notice period with Resources before the commencement of duty.	A resource does not work in their 30 day notice period.	The penalty for this transgression shall be 1.5% of the value of the Purchase order for a transgression within a 2 month consecutive period.

22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

If the Supplier fails to remedy the breach in terms of such notice.

Add the following after clause 23.7:

23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:

23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

23.8.2 If the Parties, by mutual agreement, terminate the Contract.

23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).

23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

- 23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:
- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.
- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed off invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

27. Settlement of Disputes

Amend clause 27.1 as follows:

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

- 27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (a) and (b) and replace with the following:

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents contractors, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or

TENDER NO: 9S/2026/27

loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;

- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the Contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.

28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

- 31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:
- a) hand delivered – on the day delivery of delivery or the next Working Day,
b) sent by registered mail – five (5) Working Days after mailing,
c) sent by email or telefax – one (1) Working Day after transmission.

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

Add the following after clause 32.3:

32.4 The VAT registration number of the CCT is 4500193497.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

36.1 Abbreviations

The following definition and abbreviations is specific to this tender.

"Employee"	A person who works for or renders services to any other person is presumed, regardless of the form of the contract, to be an employee if any one or more of the following factors are present: <ul style="list-style-type: none"> • the manner in which the person works is subject to the control or direction of another person; • a person's hours of work are subject to the control or direction of another person; • in the case of a person who works for an organization, the person forms part of that organization; • the person has worked for that other person for an average of at least forty hours per month over the last three months; • the person is economically dependent on the other person for whom he or she works or renders services; • the person is provided with tools of trade or work equipment by the other person; • and the person only works for or renders services to one person.
"Consultant"	A Consultant's role is to evaluate a client's needs and provide expert advice and opinion on what needs to be done. Generally, a Consultant is a self-employed independent businessperson who has a special field of expertise or skill. The consultant provides professional or expert opinion, advice or services regarding information or materials in his or her field of knowledge or training to assist others in making decisions or in performing tasks.
"Contractor"	A contractor's role is generally to evaluate the client's needs and actually perform the work. A Contractor is a self-employed independent businessperson who agrees (contracts) to do work for another usually for a fixed price and or period .
"Parties"	Means the CITY and the Service Provider.
"Project"	The work to be performed by the Service Provider as more fully stipulated in the Job Description to achieve a particular aim.
"Person", "Contractor", "Resource" and "Specialist"	All have an interchangeable, corresponding meaning as "Skill".
"Services"	Those tasks directly related to the Project as stipulated in the Job Description, to be rendered by the Service Provider, to the CITY.
"Service provider" and / or "Tenderer"	Any respondent, agency, supplier, enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person (natural or juristic), which has been invited by City of Cape Town to submit a bid in response to this Tender.
"Skill"	means a natural person / human resource that has specific skills needed by the City and provided by a skills provider in terms of a contract that will be concluded in terms of this Bid.

36.2 Acronyms

The following acronyms and abbreviations are used in this information and must be similarly used in the information submitted in response and shall have the meaning ascribed thereto below.

Term	Definition
CV	Curriculum Vitae (note: no CV is to be submitted with this tender submission. CVs will be requested after award.)
EE	Employment Equity
ICT	Information and Communication Technology
IT	Information Technology
IS&T	Information Systems & Technology (The IT Department)

37. Services Delivery / Contract Performance

The minimum service delivery and/or contract performance measures as defined within this tender document will apply and suppliers will be measured on their performance. Failure to meet the minimum performance criteria will be subject to penalties as defined in preceding clause 22. Penalties.

38. Skills Development Act registration and Levies

The Service Provider warrants that it is registered under the Skills Development Act No. 97 OF 1998, (as amended and/or replaced from time to time), for the purpose of the payment of all levies payable by it under that

Act under Registration Number set out on the front page of this Agreement, and that all levies due by it under such Act to date hereof, have been paid.

39. Affirmative Action

The Service Provider shall facilitate and implement affirmative action in the form of technology transfer and upliftment during the implementation of its duties in terms of this Agreement. The CITY shall be entitled, in terms of its affirmative action policy, to appoint any individual or firm from any historically disadvantaged community, to work in parallel with, or to assist, the Service Provider in the performance of its duties hereunder.

40. Damage to or Destruction of the Project Information

The Service Provider hereby undertakes to keep safe all Project information that comes into its possession or that of its Specialist(s). In the event that any Project information supplied to the Service Provider or to the Specialist(s) is damaged or destroyed whilst under the control of the Service Provider, the Service Provider shall, at its own cost, reproduce such records and/or data on demand by the CITY.

41. Income tax

The Service Provider records and confirms that – it is not a personal service company within the meaning attributed thereto in paragraph 1 of Part 1 of the Fourth Schedule to the Income Tax Act, 1962.

The Parties record that – on the basis of the Service Provider’s appointment specified in clause 4.1 the payment of specialist fees in terms of clause 11 will not be subject to the PAYE provisions of the Fourth Schedule to Income Tax Act, 1962 as amended and/or replaced from time to time.

This agreement is subject to Service Provider submitting and updating an original Tax Clearance Certificate and IRP30 from the South African Revenue Service certifying that the taxes of Service Provider are in order or that suitable arrangements have been made with the South African Revenue Service.

42. Expectancy of future involvement

It is recorded that the Service Provider and Specialist should not, by reason of the conclusion of this

Agreement, have any expectancy of being involved in any future phase of the Project or in any other CITY Project, whether future or on hand for the time being.

43. Specialists obligations:

It is agreed between the Parties:

All Specialists will be bound by the Policies, Directives and Frameworks of the City which may be applicable from time to time.

Where Specialists are provided with equipment, stationery, access cards or any other property on loan by the City in order to perform the services ("Equipment"), the Specialist will use such Equipment with due care and where such Equipment may be lost or damaged, the Specialist shall be liable for the cost thereof; which cost may be recovered from the Service Provider.

44. Standard Operating Procedures

The Parties agree that the procedure for the appointment of the resources under this contract shall be done in accordance with the Standard operating procedures (SOP), which SOP shall be incorporated into this contract.

Notwithstanding anything to the contrary contained in this Agreement, the Parties agree that the Specialist's performance shall be measured against the requirements as set out in the respective advertisement or as may be communicated to the Specialist from time to time in writing. Failure to perform the services as required to the satisfaction of the City may lead to the City issuing notice to the Service Provider to remedy the performance, failing which the City may suspend the services of the Service Provider for a predetermined period of time and or terminating this agreement.

Suppliers are to advise the City of any office closures that may occur during the year. Notice of such closures should be provided in writing, at least 14 calendar days in advance with clear start and end dates of such closures. Suppliers are to clearly indicate if they are able to support and render the service for the respective category during the closure period.

Should the supplier indicate that they are not able to render the service during the closure period, the City reserves the right to utilise the next available supplier without affording the supplier the ordinary five days to respond.

The City is under no obligation to provide parking to contractors.

45. Basic Conditions of Employment Act (BCEA) Considerations

Where any of the above positions under **(C5) Price Schedule** are deemed to be Independent Contractors, as defined and their Gross or Net Rate is below the latest Department of Labour threshold for BCEA (Basic Conditions of Employment Act) benefits as amended, provide a copy of their employee contract.

This contract will not appoint any resources below the latest gazetted rate protected by the BCEA unless they are FTE (full time employees) or permanent employees of the tendering entity.

46. Confidentiality and Indemnity Agreement

Although selection criteria for individual positions will be based upon the best fit (experience, training, EE status and gender) at the tendered rate. Note upon appointment, each resource must sign the appended Confidentiality and Indemnity Agreement, Annexure E3. Copies of this Agreement must be circulated together with the CV of the candidate to the City of Cape Town's designated representative to be recorded.

NB. A signed copy of Annexure E3 must be maintained for the duration of the contracted position. Soft and hard copies must be maintained by the individual service provider at all times. Any failure to do so might result in termination of the overriding agreement in terms of the tendered position and the tendering entity (Service Provider) being held liable for any breach thereof. It is and will remain the responsibility of the Service Provider (tendering entity) to make certain that the designated representative of the City of Cape

Town has a copy thereof.

47. Time Statement- Payments

The SAP report for signature is titled a "Time Statement". This will be collected when the contractor is officially rolled on to the SAP system and biometric clocking is enabled. All timesheets must be tendered via the SAP portal; no manual submissions will be entertained.

For invoicing purposes, note the following in the Monthly Hours Summary box on the lower left of the Time Statement.

- If the Actual Additional hours / Short time < 0 (negative):

Then Invoice time = Total Planned Normal Time + Actual Additional hours / Short time (being negative, this will result in reducing the Total Planned Normal Time)

- Else: Invoice time = Total Planned Normal Time. **TENDER NO: Tender No. As per cover page.**

That is, we pay the lesser of either the Total Planned Normal Time or Total Actual Time. We are moving towards where the line manager will write the number of hours approved on the Time Statement.

Total Planned Normal Time may be less than Total Actual Time as Total Planned Normal Time reflects the core hours and working days. Resources may want to ensure they are available to start work on time by clocking in early and leaving after the core hours.

Also, note that Time Statements pertain to that month. That is, positive Actual Additional hours / Short time is not carried over to the following months' Time Statement. Requesting Time Statements before the end-of-the month may result in negative Actual Additional hours / Short time as the last working days of the month may not have been worked yet. Therefore, signed time sheets will only be available at 12:00 on the first working day of the next month.

Although implied in core hours and working days, as a further point for clarity, the City will pay a maximum of eight hours' times the number of days at work. It is not the intention to allow a build-up of Actual Additional hours / Short-time to cover for whole days of work. For example, we will not allow four days of ten hours to avoid from having to come to work one day a week.

Note that contractors are using the permanent staff's employee payroll system as we will not be creating a separate SAP "work schedule" rule for contractors. However, the City will not be paying contractors for public

holidays. As stated above the lesser of the two (planned and actual), the calculation of eight hours' times the number of days worked and that the City is moving towards the designated representative writing the hours the City is liable to pay on the timesheet.

Please note that the City has found that some contractors repeatedly forget to clock in, out or both. This causes additional paperwork for completion of manual entry forms. We have re-trained and issued "friendly" verbal warnings to relevant offenders. In the future we will send the names of such transgressors to the individual's agency and will ask you to apply the corrective measures.

ABSENTEEISM AND PUNCTUALITY – The line manager must be notified in both instances to make alternative arrangements. Continual absenteeism and punctuality issues will be taken up with respective Service provider.

TIME KEEPING – Core hours must be kept unless prior arrangement has been made.

VERIFICATION OF HOURS AND NON-BILLABLE TIME – All Time sheets must be submitted on the 1st of the new month. Ensure that all corrections have been completed before this date.

INTERNET USAGE – The City's usage policy is applicavle. **TELEPHONE USAGE** – Designed usage is for business use and should not be abused. **FOCUS AND ATTITUDE** – Positive focus and attitude should

be displayed at all times. CONFIDENTIALITY – Data confidentiality and safekeeping is of utmost importance.

GENERAL CONDUCT – Politeness, willingness and professionalism must be displayed at all times.

IDENTIFICATION – Clear identification should be displayed at all times. Identifying yourself and reason for visit.

The CITY has a “no work, no remuneration” policy. That is, the City will only pay only for hours worked. No special pay will be made for short hours due to these reduced hour work weeks, such as over the Festive Season. Therefore, the City typically asks that resources clock out on leaving at 13:00 on the 24th of December and 31st of December, respectively. However, the City may pay for hours of work during prescribed training wherein the contractor or service provider pays for the training. **TENDER NO: as per COVER PAGE**

Travel time, like Time Statements, pertain to that month ONLY. If a resource is required to drive City vehicles, they must follow the applicable City process and policies.

The City of Cape Town does not anticipate that driver training will be required, at this time. The next steps are the following:

Resources must be evaluated by the City’s Occupational Health Practitioner, who will issue them with a certificate. (This may include but not be limited to an eye / vision exam.)

Resources must take the medical certificate above and their ID book to the Fleet Risk Officer) for driver evaluation for the issuing of a competency certificate.

Regarding roadworthiness of City vehicles, the City’s Fleet Operations are of the opinion that any vehicle that has left their premises is deemed to be roadworthy. As City of Cape Town Supervisors must to sign all City vehicles’ logbooks’ on a weekly basis, vehicles that have a problem must be taken to the fleet workshop for repairs. Resources (contractors) must complete all required documents and note any faults in line with the relevant City policy and procedures.

Also note that vehicle (private or City of Cape Town issued) suppliers will be personally responsible for any traffic violation(s) during the course of their work and make all amounts payable as a result of traffic infringements to the City.

Where a resource uses their private vehicle, the City’s SAP Time Statement where applicable) must be completed by the contractor and signed by the line manager before invoicing. See the payment section above for relevant information on submission dates, etc.

Note that parking will not be provided. Also note that vehicle insurance is to be provided by the contractor in their personal capacity or their agency and will not be provided by the City. That is, proper business vehicle insurance must be provided.

The Specialist shall comply with all internal system the CITY may use for the purpose of recording the time during which the Services are rendered.

The Service Provider shall submit to the CITY an invoice, after the completion of each phase of the Project. The CITY shall make payment to the Service Provider after the invoice is certified, as correct and accurate, by the City’s Project Manager or their nominee.

Invoices shall comply with all the legal requirements for a VAT invoice and shall reflect at least the following information:

- An invoice date (the date on which the invoice was issued).
- A description of the Services, the time spent in rendering the Services and details of the amount payable for that phase.
- The name of the Specialist for whose Services the invoice is submitted.
- The total number of hours worked by the Specialist and the applicable tariff.

- The VAT number and VAT amount which must be shown separately.

- The total invoice amount.

Should VAT be levied in respect of the invoices submitted, the CITY shall bear and pay same. Invoices shall, be supported and accompanied by copy(is) of the Specialist's time sheets issued by the CITY, verified by the CITY Project Manager when submitted to the CITY for payment.

Fees will not be paid until relevant timesheets have been submitted that include the signatures of the appropriate authorize personnel. The onus is upon the Service Provider to ensure it and its Specialist(s) meet the City's payment schedule requirements.

The Service Provider will at various times perform Services at the City's premises or other premises and/or facilities advised by the CITY and/or at the Service Provider's premises in accordance with the needs of the Project. The Service Provider warrants that the Specialist(s) will perform the Services at times and durations as directed by the CITY in accordance with the needs of the Project. The Service Provider shall bear the cost of travel of the Specialist between the Specialist's place of abode, place of work and the City's premises, as well as any premises within the Cape Town area where the Project needs to be implemented. The JD / category (where applicable) will dictate if contractors are to use their own vehicles or City vehicles. If candidates are to use their own vehicles, they will be reimbursed for travel costs as per SARS standard travel rate.

48. Protection of Personal Information

The supplier acknowledges that it will be processing personal information as defined in the Protection of Personal Information Act No. 4 of 2013 or as updated from time to time relating to City customers, on behalf of the City. Accordingly, it undertakes to ensure compliance with the Act in respect of its processing activities. In particular, it undertakes to keep such information confidential and not to disclose it unless required by law or in the course of the proper performance of its duties. Furthermore, it undertakes to maintain security measures as envisaged in Sections 19 and 21 of the Act as updated from time to time. The requirements of this apply to all agents and subcontractors acting on behalf of tenderers and must be included in all contracts between tenderers and their agents or subcontractors.

The supplier acknowledges that, for the purposes of the service level agreement to be determined for this tender, they may come into contact with or have access to personal information and other information that may be classified or deemed as private or confidential and for which CCT is responsible in terms of POPIA. Such personal information may also be deemed or considered as private and confidential as it relates to POPIA.

The supplier agrees that they will at all times comply with POPIA and CCT's Privacy Notice, and that it shall only collect, use and process personal information it comes into contact with pursuant to this agreement in a lawful manner, and only to the extent required to execute the services, or to provide the goods and to perform their obligations in terms of the service level agreement for this contract.

The supplier agrees that it shall put in place, and at all times maintain, appropriate physical, technological and contractual security measures to ensure the protection and confidentiality of the personal information that it, or its employees, its contractors or other authorised individuals comes into contact in relation to the service level agreement.

The supplier agrees that it shall notify CCT immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.

Unless so required by law, the supplier agrees that it shall treat the personal information as confidential and further not disclose any personal information as defined in POPIA to any third party without the prior written consent of CCT.

The supplier hereby indemnifies and holds the CCT harmless against all claims, losses, damages and costs of whatsoever nature suffered by CCT arising from or in relation to the supplier's (and/or its

employees', agents' and sub-contractors') non-compliance with applicable data protection laws and/or other legislation.

The supplier agrees that CCT may conduct regular data protection audits on the Supplier/Contractor and undertakes to give its full co-operation in this regard.

49. Performance Monitoring

As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the City shall monitor the performance of the supplier on at least a monthly basis, and the supplier agrees to provide the City with its full cooperation in this regard.

50. Contract Commencement

- Contract commencement shall be as specified within the Schedule of Deviations and as formally communicated by the Contract Manager.
- Upon contract commencement, Year 1 rates shall apply for a period of twelve (12) months.
- Year 2 rates shall apply from month 13 for a period of 12 months.
- Year 3 rates shall apply to the residue of the contract validity.

C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her contractual obligations.
- 1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised by its government and encouraged to market its products internationally.
- 1.6 'Country of origin' means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or

substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 'Day' means calendar day.

1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.

1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.

1.10 'Delivery into consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.

1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 'GCC' means the General Conditions of Contract.

1.15 'Goods' means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 'Imported content' means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 'Local content' means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.

1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.

1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 'Project site', where applicable, means the place indicated in bidding documents.

1.21 'Purchaser' means the organisation purchasing the goods.

1.22 'Republic' means the Republic of South Africa.

1.23 'SCC' means the Special Conditions of Contract.

1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

1.25 'Written' or 'in writing' means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1, except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself, mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the purchaser.

7. Performance Security

- 7.1 Within 30 (thirty) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

(a) The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:

- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- b) A cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional

requirements, if any, specified in the SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in the SCC.

10.2 Documents to be submitted by the supplier are specified in the SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured, in a freely convertible currency, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the Parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other Parties by the supplier for similar services.

14. Spare parts

14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications), or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for 12 (twelve) months after the goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in the SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the Parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may

at his or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the Parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure, outside of the contract, small quantities of supplies; or to have minor essential services executed if an emergency arises, or the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and, without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services, using the current prime interest rate, calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the

enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person is or was, in the opinion of the Accounting Officer/Authority, actively associated.

- 23.6 If a restriction is imposed, the purchaser must, within 5 (five) working days of such imposition, furnish the National Treasury with the following information:
- (i) the name and address of the supplier and/or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction;
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the contractor to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he or she delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him or her.

25. Force majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall notify the purchaser promptly, in writing, of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.
- 27.2 If, after 30 (thirty) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his

intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the Parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to

Clause 6:

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the Parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in the SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail, and any other notice to him shall be posted by ordinary mail, to the address furnished in his bid or to the address notified later by him in writing; and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is between Parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act, Act 89 of 1998.
- 34.3 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

C.8 ANNEXURES

Annexure A – Pro Forma Insurance Broker’s Warranty



Letterhead of supplier’s Insurance Broker

Date _____

CCT
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: 9S/2026/27

TENDER DESCRIPTION: PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES

NAME OF SUPPLIER: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier’s Insurance Broker)

MONTHLY PROJECT LABOUR REPORT



BENEFICIARY DETAILS AND WORK INFORMATION

CONTRACT OR WORKS PROJECT NUMBER:				Year	Month	Sheet 1 of						
No.	(8) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	Contract start date (DDMMYY)	(11) Contract end date (DDMMYY)	(12) No. days worked this month (excl. training)	(13) Training days	(14) Rate of pay per day (R - c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
										0	0 R	-
Declared by Contractor or Vendor to be true and correct:		Name					Signature					
		Date										
Received by Employer's Agent / Representative:		Name					Signature					
		Date										

Annexure C - Pro Forma Performance Security/ Guarantee

Approved Financial Institutions as at 13 August 2025

1.1 National Banks

ABSA Bank Limited
Firststrand Bank Limited
Investec Bank Limited
Nedbank Limited
Standard Bank of South Africa Limited

1.2 International Banks (with branches in South Africa)

Barclays Bank PLC
Citibank NA
Credit Agricole Corporate and Investment Bank
HSBC Bank PLC
JPMorgan Chase Bank
Societe Generale
Standard Chartered Bank

1.3 Insurance Companies

American International Group Inc (AIG)
Bryte Insurance Company Limited
Coface SA
Compass Insurance Company Limited
Credit Guarantee Insurance Corporation of Africa Limited
Guardrisk Insurance Company Limited
Hollard Insurance Company Limited
Infiniti Insurance Limited
Lombard Insurance Company Limited
Mutual and Federal Risk Financing Limited
New National Assurance Company Limited
PSG Konsult Ltd (previously Absa Insurance)
Regent Insurance Company Limited
Renasa Insurance Company Limited
Santam Limited

Annexure D - Pro Forma Advance Payment Guarantee

Not Applicable

Annexure E1 – JOB DESCRIPTION TEMPLATE

City of Cape Town Job Description (JD)	
City's Job Title	
Filename	
Closing Date	
Start and Duration	
Contact Person(s)	
Telephone	
eMail	
Copy eMail	
Qualifications Required	
Experience Required	
Core Skills	
Mandatory Requirements	
Other Requirements	
Department	
Rate	
Maximum Total Fee Payable	
Functional Area	
Geographic Location	
Flexi-time	
Interview Required	

Annexure E2 – CV Template

CITY OF CAPE TOWN CV TEMPLATE	
Name of Candidate (subject person of this CV):	
Associated Desired Rate(s) (specify VAT inclusive or exclusive):	
Is the candidate an employee of your company or a subcontractor:	
Your company's name:	

Candidate Summary	
Area of Specialization	
Total IT experience	
Availability (date)	
Is the candidate considering other offers? (Yes or No)	

Personal Details	
Gender (Male, Female)	
Race (EE / AA)	
ID Number or passport number if not an SA citizen	
Date of Birth	
Marital Status	
Valid Driver's License (date of expiry)	
Own Vehicle (if yes, state year, manufacturer, model and registration number):	
Nationality	
Languages	
Residential Area	

Summary of Experience

Employer	Role	Period

Summary of Qualifications/Training

Name of institution	Qualification	Date Completed

Employment History	
Company / Project Name:	
Period / Duration:	
Position and Level Held:	
Project Overview - Roles and Responsibilities:	
Company / Project Name:	
Period / Duration:	
Position and Level Held:	
Project Overview - Roles and Responsibilities:	
Company / Project Name:	
Period / Duration:	
Position and Level Held:	
Project Overview - Roles and Responsibilities:	
Company / Project Name:	
Period / Duration:	
Position and Level Held:	
Project Overview - Roles and Responsibilities:	
Company / Project Name:	
Period / Duration:	
Position and Level Held:	
Project Overview - Roles and Responsibilities:	

Educational History	
Secondary Education	
Qualification:	
Tertiary Education	
Institution:	
Period:	
Qualification:	

1. That I in my personal capacity as a contractor to the City of Cape Town will uphold the following provisions:
 - 1.1. *A contractor of the City of Cape Town may not without permission disclose any privileged or confidential information obtained as a contractor of the municipality to an unauthorised person.*
 - 1.2. *For the purpose of this item "privileged or confidential information" includes any information –*
 - (a) determined by the City of Cape Town council or any structure or functionary of the City of Cape Town to be privileged or confidential;*
 - (b) discussed in closed session by the council or a committee of the council;*
 - (c) disclosure of which would violate a person's right to privacy; or*
 - (d) declared to be privileged, confidential or secret in terms of any law.*
 - 1.3. *This item does not derogate from a person's right of access to information in terms of national legislation.*
2. It is envisaged that during the course of my appointment as a contractor at the City, I may and I shall be acquainted with, gain personal and in-depth knowledge of and have direct access to certain strategic, sensitive and confidential information of the City including but without limiting the generality of the aforementioned, trade secrets, know-how, the City's marketing policies and philosophies, its financial records and information, its business connections, its computer systems and programs, its customers and business associates, its patents, copyrights, trade names, trademarks and other intellectual property rights inherent and/or embodied and/or utilised in/or in connection with the City as well as any or all other matters or information which relate to the business of the City and which information is not readily available to third parties and/or competitors of the City (hereinafter referred to as "the confidential information").
3. I acknowledge and agree that the confidential information is the exclusive property of the City and that its unauthorised use or disclosure can irreparably harm the City. I consent never to challenge the validity of the City's ownership in the confidential information or in any of its intellectual property rights in relation to it.

4. COPYRIGHT

I, the contractor, shall observe all, and shall at no time infringe any, copyright enjoyed by the CITY for the time being in any literary works, artistic works, sound recordings or computer programmes relating directly or indirectly to a project. Without restricting the generality of the foregoing, literary works shall include specifically all written records in the possession of, and under the control of the CITY which relate directly or indirectly to the project and to which the Party and/or its employees may have access for the purposes of this Memorandum.

All copyright arising in connection with any literary works, artistic works, sound recordings and/or computer programmes relating directly or indirectly to the Project and of which the Party is the author, shall vest in the CITY free of any consideration and, on the termination of this Agreement, all copies thereof in printed or otherwise recorded form shall, at the cost of the Party, be delivered to the CITY.

5. INVENTIONS

- 5.1. Copyright, patent rights and other similar rights in any works created as a result of the performance under this Agreement and/or any agreements derived thereof, shall be deemed to have been created under the control and direction of the CITY and shall vest in the CITY, the CITY being the sole and

absolute owner thereof free of any consideration. Where the requirements exists for such rights to be transferred to the CITY, I the contractor hereby consents to such transfer.

- 5.2. Should the contractor, during the course of implementing duties hereunder, make any invention (whether or not patentable) relating, directly or indirectly, to any aspect of the associated work Project/s, the contractor shall forthwith communicate to the CITY, and to no other person whomsoever, such invention and, where applicable, any new and original designs relating thereto (whether or not capable of registration).
- 5.3. Where any invention referred to in clause 5.1 is made by the contractor jointly with any other person, then the provisions of clauses 5.1 and 5.2 shall apply mutatis mutandis to the whole of the contractor's right, title and interest in and to such invention and in and to any related designs and the contractor undertakes to take all steps required to procure the agreement of any such other contractor(s)/ Party(s) and/or person to assign all its right, title and interest in and to such invention and in and to any related designs as aforesaid to and in favour of the CITY on terms and conditions agreed between such other entity and the CITY.
- 5.4. All costs incurred in giving effect to the provisions of clauses 5.1, 5.2 and 5.3, shall be borne by the CITY.
- 5.5. For the purpose of clauses 5.1 to 5.4, all clauses inclusive, references to the contractor shall be deemed to include references to each service provider independently.

6. INDEMNITY

- 6.1. Having regard to the basis of the Party's appointment specified above, the Party hereby indemnifies the CITY against any claim made against it at the instance of whomsoever where such claim arises out of the conclusion of, and/or out of any act or omission on the part of the Party and/or any person for whose actions the Party may be vicariously liable, under, this Agreement. Included in this indemnity is an indemnity against all legal costs, incurred as between attorney and client, and all other costs as may be incurred by the CITY in connection with any such claim.
- 6.2. The CITY shall not, in any way, be liable to the Party in respect of any claims arising from the following eventualities or any other eventualities of similar nature, which may arise during the course of this Agreement ("Eventualities") provided that the CITY is not negligent in respect of such Eventualities.
- 6.3. Injury or loss of life or limb sustained by any employee of the Party or that of any third party related to the Party in the performance of this Agreement, especially whilst the Party or such party is present on the premises of the CITY or any premises where the Project is implemented.
- 6.4. Loss of, or damage to, the property of the Party or any employee of the Party or that of any third party arising from or related to the performance of this Agreement.

7. PUBLICITY

The contractor shall not release public or media statements, nor publish material, relating to the project or to its duties hereunder, at any time during or after the completion of this Agreement, without the prior written approval of the CITY.

8. DAMAGE TO OR DESTRUCTION OF THE PROJECT INFORMATION

The contractor hereby undertakes to keep safe all Project information that comes into his/her possession. In the event that any Project information supplied to the contractor is damaged or destroyed whilst under the control of

the contractor, the contractor shall, at his/her own cost, reproduce such records and/or data on demand by the CITY.

9. EXPECTANCY OF FUTURE INVOLVEMENT

It is recorded that the contractor should not, by reason of the conclusion of this Agreement, have any expectancy of being involved in any future phase of the Project or in any other CITY Project, whether future or on hand for the time being or employment by the City.

10. BENEFITS

The contractor agrees that the remuneration which they are to receive from the City for their services is based on total cost of employment (TCOE) and as such also compensates them for any other benefits or entitlements which ordinarily may apply to employees in local government. Over and above any other indemnities provided by the contractor to the City in this agreement, the contractor indemnifies the City against any claim for any benefits, entitlements or other payments over and above the defined (per hour) TCOE payment.

11. WARRANTY

The contractor warrants that he/she has the ability, skills, experience and acumen to render the prescribed services and to perform all related functions in a proper, efficient and satisfactory manner abiding by the City's policies, by-laws and regulations and / or any variation thereof during the time of the prevailing agreement. The particular policies to be taken into consideration are including but not limited to:

- (a) The Code of Conduct that is applicable to all Municipal staff members;
- (b) Anti-Discrimination Policy;
- (c) The Corporate Services Dress Code Instruction;
- (d) Internet Access Rules, specifically the Internet Usage Policy (where applicable);
- (e) AD HOC Transport Allowance System and Procedure (where applicable).

12. I hereby warrant in favour of the City that:

- 12.1 I shall not during my contract with the City or at any time thereafter, either myself utilize and/or directly or indirectly divulge and/or disclose to any third party (except as required by the terms and nature of my contract with the City) any of the confidential information, in whole or in part;
- 12.2 I shall treat as confidential all trade secrets which a third party has in terms of any contract made available to the City and which has become known to me in the course of my duties as contractor to the City, and I shall not divulge to other third parties any information regarding such trade secrets contrary to the terms of the aforesaid contract;
- 12.3 I shall not, without the express written permission of the City, directly or indirectly, copy, reproduce or disclose whether verbally or in writing, confidential information or allow or enable any other person to do so, in whole or in part, in any manner whatsoever;
- 12.4 Any documents or records (including written instructions, program coding, drawings, notes or memoranda) relating to the confidential information of the City which are made by me or which come into my possession during the period of my contract with the City, shall be deemed to be the property of the City and shall be surrendered to the City on demand, and in any event on the

termination of my contract with the City and I shall not retain any copies thereof or extracts therefrom.

Signature: _____

Date: _____

Witness: _____

For Service Provider: _____

Annexure F - Tender Returnable Documents

Schedule F.1: Contract Price Adjustment

- No Contract Price Adjustment is applicable or permitted for this contract. The prices for labour rates are fixed and firm.
- Travelling (Where applicable) as per the pricing schedule will be paid at the SARS standard travel rate

Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium’s behalf.

2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 Account Holder: _____
 Financial Institution: _____
 Branch Code: _____
 Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to *List of Other Documents Attached by Tenderer Schedule*.

Schedule F.3: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

a) Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

- (i) For the past three years, or
- (ii) Since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Tenderer Schedule**.

b) Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

2.2 If YES, provide particulars:

c) Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

d) Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 90/10 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

The following definitions shall apply to this schedule:

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "The Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

NOT APPLICABLE

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

5.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(b) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(c) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific Goals (SG) – Points Allocated and Claimed

Tenderers must indicate the preference points claimed for each specific goal applicable to them, for the purposes of this tender.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

The specific goals allocated points in terms of this tender	To be Completed by the Organ of State	To be Completed by the Tenderer
	Number of points Allocated (90/10 system)	Number of points claimed (90/10 system)
Promotion of Micro and Small Enterprises	4	
Enterprise Supplier Development and Socio-Economic Development	3	
Skills Development <u>OR</u> Employee Share Scheme	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3 Name of company/firm.....

5.4 Company registration number:

5.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[Tick applicable box]

5.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 4.1 and 4.2, the Supplier may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or Supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

For official use.		
SIGNATURE OF CCT OFFICIALS AT TENDER OPENING		
1.	2.	3.

Table 2: Specific Goals – Declaration by the Tenderer

Tenderers must complete this table to declare the amounts and percentages applicable to the specific goals they are claiming.

NB: In completing Table 2 below, please consult **Notes for Verification** below

The specific goals allocated points in terms of this tender	To be Completed by the Tenderer	
	Refer to “Notes for verification”	Amount Declared (excluding VAT)
<u>SG1</u> Promotion of Micro and Small Enterprises	(i) Total Turnover	
<u>SG2</u> Enterprise Supplier Development and Socio Economic Development	(ii) Total Enterprise Supplier Development Expenditure	
	(iii) Total Socio Economic Development Expenditure	
	(iv) Total Expenditure	
<u>SG3.1</u> Skills Development	(v) Total Skills Development Expenditure	
	(vi) Total Profit	
OR <u>SG3.2</u> Employee Share Scheme	(vii) Employee Share Scheme Ownership %	

Tenderer Confirmation:

I confirm that the amounts declared in Table 2 above are accurate and in accordance with the *‘The Broad-Based Black Economic Empowerment (B-BBEE) Act 53 of 2003, as amended .*

Signature of Tenderer (Authorised to represent the tenderer)	Date	Name and Surname	Address

Notes for Verification:

All amounts disclosed should be as per the most recent Annual Financial Statements (not older than 12 months) and defined as per the B-BBEE Act

- SG1 – Specific Goal 1
Promotion of Micro and Small Enterprises
 (i) Total Turnover
 Micro enterprises with a turnover of up to R20million and Small enterprises with a turnover up to R80 million, as per National Small Enterprise Act, 1996 (Act No.102 of 1996)

- SG2 – Specific Goal 2
Enterprise Supplier Development and Socio-Economic Development
 (ii) Total Enterprise Supplier Development Expenditure
 Qualifying expenditure as defined in the B-BBEE Act: Statement 400 "THE GENERAL PRINCIPLES FOR MEASURING ENTERPRISE AND SUPPLIER DEVELOPMENT"

 (iii) Total Enterprise Socio Economic Development Expenditure
 Qualifying expenditure as defined in the B-BBEE Act: Statement 500 "THE GENERAL PRINCIPLES FOR MEASURING THE SOCIO - ECONOMIC DEVELOPMENT ELEMENT"

 (iv) Total Expenditure
 Total Expenditure as per the most recent Annual Financial Statements (not older than 12 months)

- SG3.1 – Specific Goal 3
Skills Development
 (v) Total Skills Development Expenditure
 Qualifying expenditure as defined in the B-BBEE Act: Statement 300 "THE GENERAL PRINCIPLES FOR MEASURING SKILLS DEVELOPMENT"

 (vi) Total Profit
 Total Profit as per the most recent Annual Financial Statements (not older than 12 months)

- SG3.2 – Specific Goal 3
Employee Share Scheme
 (vii) Employee Share Scheme Ownership %
 Total employee ownership as per employee share certificate at the date of tender closing.

The below table (Table 3) must be completed by a B-BBEE Verification Agency (*Note 1) **OR** Commissioner of Oaths
 (Refer to *Note 3.2 for the detailed declaration):

Table 3:

Signature and Stamp	Date	Name and Surname	Address

***Note 1**

- 1.1 Tendering entity that undergoes B-BBEE verification
- Where a tendering entity undergoes B-BBEE verification, a B-BBEE certificate valid as at the date of tender closing, must be attached to the bid submission or must be made available upon request within the specified period.
 - All amounts disclosed in Table 2, should be amounts used in the B-BBEE verification process undergone by the tendering entity
 - The B-BBEE verification agency must complete Table 3 above, to confirm the following amounts disclosed by the bidder in Table 2:
 - (ii) Total Enterprise Supplier Development Expenditure;
 - (iii) Total Socio Economic Development Expenditure;
 - (v) Total Skills Development Expenditure
 - Where the tendering entity is a Joint Venture/ Consortium, the amounts in Table 2 must be consolidated, with an accompanying consolidated B-BBEE certificate valid as at the date of tender closing must be attached to the bid submission or must be made available upon request within the specified period.
- 1.2 If the tendering entity does not undergo B-BBEE verification and qualifies as a B-BBEE Qualifying Small Enterprise (QSE) and Exempted Micro-Enterprises (EME)
- Table 3 must be completed by a Commissioner of Oaths to confirm the following amounts disclosed by the bidder in Table 2:
 - (ii) Total Enterprise Supplier Development Expenditure;
 - (iii) Total Socio Economic Development Expenditure;
 - (v) Total Skills Development Expenditure

***Note 2**

- 2.1 The tendering entity must attach with the bid submission or must be made available upon request within the specified period; the most recent (where applicable) audited financial statements to enable validation of the following amounts disclosed by the bidder in Table 2:
- (i) Total Turnover
 - (iv) Total Expenditure
 - (vi) Total Profit
- 2.2 Companies who are required to be audited by legislation, must submit audited financial statements, not older than 12 months with the bid submission or must be made available upon request within the specified period.

***Note 3**

Sworn affidavit to be deposited by the Commissioner of Oaths to the QSE or EME.

I, the undersigned,

Full Name and Surname <i>(Authorised to represent the tenderer)</i>	
Identity Number	

Hereby declare under oath as follows

- 3.1 The contents of this statement are to the best of my knowledge a true reflection of facts.
- 3.2 I am a Member/ Director/ Owner of the following enterprise and am duly authorised to act on its behalf.

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, Pty (Ltd), Sole Prop etc):	
Nature of Business:	

3.3 I hereby declare under oath that based on the Financial Statements / Management Accounts and information available on the latest financial year end _____

3.3.1 The annual Total Revenue was less than R50 000 000.00 (Fifty Million Rand);

3.3.2 The following amounts disclosed in Table 2 are accurate, complete, consistent with the BBBEE Act (see Notes for Verification) and based on the Financial Statements / Management Accounts and information available on the latest financial year end _____

As per Table 2	Amount Declared (excluding VAT)
(ii) Total Enterprise Supplier Development Expenditure	
(iii) Total Socio Economic Development Expenditure	
(iv) Total Expenditure	
(v) Total Skills Development Expenditure	
(vi) Total Profit	
(vii) Employee Share Scheme Ownership %	

3.4 I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent I this matter.

3.5 The sworn affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Commissioner of Oaths
Signature, Date and Stamp

Deponent Signature and Date

3.6 KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS

<p>BBBEE Certificates/ Sworn Affidavits</p>	<p>Returnable for declaration requirement must be attached with the bid submission or must be made available upon request within the specified period</p> <ul style="list-style-type: none"> - Certified and Valid copy of BBBEE Certificate issued by a SANAS Accredited Verification Agent, or - Certified and Valid copy of Sworn Affidavit for either EME or QSE (see key notes below to determine Validity of a Sworn Affidavit); or - Valid copy of BBBEE Certificate issued by CIPC for EME’s only <p>KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS</p> <p>Tenderers submitting Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:</p> <p>(a) Name/s of deponent as they appear in the identity document and the identity number.</p> <p>(b) Designation of the deponent as the Director/ Member must be indicated in order to know that person is duly authorised to depose of an affidavit (mark the applicable option).</p> <p>(c) Name of enterprise as per enterprise registration documents issued by CIPC, where applicable, and enterprise business address.</p> <p>(d) Amounts as per Table 2 must be inserted (No blank spaces to be left).</p> <p>(e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts (mark the applicable option).</p> <p>(f) Financial year end as per the enterprise’s registration documents, which was used to determine the total revenue (financial year end to be stipulated by day/ month/ year).</p> <p>(g) Date deponent signed and date of Commissioner of Oath must be the same.</p> <p>(The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign ad stamp).</p>
--	--

	<p>(h) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.</p> <p>If the relevant documentation/ information as stipulated in the enquiry is not submitted and/or does not meet the above requirements; tenderers will be disqualified.</p>
--	--

Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)
--

1. No bid will be accepted from:

- persons in the service of the state¹, or
- if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
- from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
- from an entity who has employed a former CCT employee who was at a level of T14 of higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
 - the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
 - a person who was a CCT employee, or an entity that employs a CCT employee, if
 - the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
 - was facing disciplinary action or potential disciplinary action by the CCT, or
 - was involved in a dispute against the CCT during the previous thirty six (36) months.

(b) Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of tenderer or his or her representative: _____

3.2 Identity Number: _____

3.3 Position occupied in the Company (director, trustee, shareholder²): _____

3.4 Company or Close Corporation Registration Number: _____

3.5 Tax Reference Number: _____

3.6 VAT Registration Number: _____

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars: _____

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars: _____

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars: _____

3.11 Are you, aware of any relationship (family, friend, other) between any other tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars: _____

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars: _____

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars: _____

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**
 3.14.1 If yes, furnish particulars: _____
- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? **YES / NO**
 3.15.1 If yes, furnish particulars: _____
- 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT's bid committees for this bid? **YES / NO**
 3.16.1 If yes, furnish particulars: _____

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

'MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

Schedule F.6: Conflict of Interest Declaration

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:

The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:

- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
- b) been convicted for fraud or corruption during the past five years;
- c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	<p>Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p>Is the tenderer or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p>Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3.1	If so, furnish particulars:		
Item	Question	Yes	No

2.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract,, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To: THE CITY MANAGER, City of Cape Town

From: _____
(Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

Physical Business address(es) of the tenderer	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule F.9: Certificate of Independent Tender Determination
--

I, the undersigned, in submitting this tender number **9S/2026/27** and tender description: **PROVISION OF PROFESSIONAL SERVICES FOR INFORMATION SYSTEMS, COMMUNICATION AND TECHNOLOGY SERVICES** in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of tenderer) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
 - a. has been requested to submit a tender in response to this tender invitation;
 - b. could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. geographical area where product or service will be rendered (market allocation);
 - c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit or not to submit a tender;
 - e. the submission of a tender which does not meet the specifications and conditions of the tender; or
 - f. tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, Act 89 of 1998, and/o/r may be reported to the National Prosecuting Authority (NPA) for criminal investigation, and/or may be restricted from conducting business with the public sector for a period not exceeding 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Signature

Print name:

On behalf of the tenderer (duly authorised)

(¹ Consortium: Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.)

Date

Schedule F.11: List of Other Documents Attached By Tenderer

The tenderer has attached to this schedule, the following additional documentation:		
	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.13: Category Selection
--

Tenderers are to indicate in the below table for which Categories they are tendering for.

CATEGORY	DESCRIPTION	Tick where applicable
Category A	Business Applications (BA)	
Category B	Distributed Computing (DC)	
Category C	ERP Support Centre (ESC)	
Category D	Geographical Information Systems (GIS)	
Category E1	Infrastructure and Applications	
Category E2	Fixed networks and monitoring services	
Category F	Telecommunications	
Category G	Cyber Security	

Schedule F.13A: Category A – Functionality Scoring Information

Applicable to Category A only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category A.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category A in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13B: Category B – Functionality Scoring Information

Applicable to Category B only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category B.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category B in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13C: Category C – Functionality Scoring Information

Applicable to Category C only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category C.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category C in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13D: Category D – Functionality Scoring Information

Applicable to Category D only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category D.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category D in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13E1: Category E1 – Functionality Scoring Information

Applicable to Category E1 only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category E1.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category E1 in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13E2: Category E2 – Functionality Scoring Information

Applicable to Category E2 only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category E2.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category E2 in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13F: Category F – Functionality Scoring Information

Applicable to Category F only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category F.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category F in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule F.13G: Category G – Functionality Scoring Information

Applicable to Category G only

When completing this schedule, Tenderers must refer to C.5 Specifications. and 2.2.1.1.5 – Functionality requirements for Category G.

Company Name	Number of Placements within the last 6 years (Calculated from tender closing)	Description of relevant experience	Duration (DD/MM/YYYY)		Contactable reference (include Full name, email and contact number)
			Start date	End date	
ABC (Pty) Ltd.	4 placements	Detailed description of relevant experience to Category G in line with specification and resource requirements	01/01/2023	30/03/2025	Xoliswa Ray
					Xoliswa.Ray@ABC.co.za
					021 521 1234

*Tenderers are to note that the above table can be duplicated should more space be required and provided that it is in the same format as indicated above and signed below.

SIGNED ON BEHALF OF TENDERER:

Schedule 13H: Information to be provided with the tender

The following information shall be provided with the Tender as part of the returnable documents as stipulated in section (2) Conditions of Tender:

SCHEDULE 13H VENDOR DECLARATION

I affirm that the business named above is not a/an:

- Personal Service Provider (PSP), where a PSP means:
 - any company or trust, where any service rendered on behalf of such company or trust is rendered personally by any person who is a connected person in relation to such company or trust and:
 - such person would be regarded as an employee of such client if such service was rendered by such person directly to such client, other than on behalf of such company or trust; or
- where those duties must be performed mainly at the premises of the client, such person or such
 - company or trust is subject to the control or supervision of such client as to the manner in which he duties are performed or are to be performed in rendering such service; or
 - where more than 80 per cent of the income of such company or trust during the year of assessment from services rendered consists of or is likely to consist of amounts received directly or indirectly from any one client of such company or trust, or any associated institution in relation to such client,
 - except where such company or trust throughout the year of assessment, employs three or more full time employees who are on a full time basis engaged in the business of such company or trust of rendering any such service, other than any employee who is a shareholder or member of the company or trust or is a connected person in relation to such person; or
- Labour Broker, where a labour broker means:
 - Any natural person who conducts or carries on any business whereby such person for reward provides a client of such business with other persons to render a service or perform work for such client, or procures such other persons for the client, for which services or work such other persons are remunerated by such person.

I do hereby solemnly declare and certify that the contents of this affidavit are true and correct to the best of my knowledge and consider it binding on my conscience.

I accept the above Vendor Affidavit: YES _____ NO _____

Signature Date: _____

Place: _____

Designation: _____

For (Service Provider): _____

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule F.14: Appeal Application
--

ANNEXURE 'A'

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receipting machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT
(CASHIER TO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
---	---	---	---	---	---

PROFIT CENTRE:

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

NAME/COMPANY NAME:

--

AMOUNT:

						R	3	0	0	-	0	0
--	--	--	--	--	--	---	---	---	---	---	---	---

SERVICE DEPARTMENT DETAILS-DEPARTMENT: LEGAL SERVICES; APPEALS UNITEMAIL: MSA.Appeals@capetown.gov.za

Schedule F.14: Appeal Application Continued

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receiving machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

GL DATA CAPTURE RECEIPT
(CASHIER TO RETAIN A COPY)

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
---	---	---	---	---	---

PROFIT CENTRE:

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

NAME/COMPANY NAME:

--

AMOUNT:

						R	3	0	0	-	0	0
--	--	--	--	--	--	---	---	---	---	---	---	---

SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES; APPEALS UNIT

EMAIL; MSA.Appeals@capetown.gov.za

CIVIC CENTRE IZIKO LOLUNTU BURGERSENTRUM

12 HERTZOG BOULEVARD CAPE TOWN 8001 P O BOX 298 CAPE TOWN 8000
www.capetown.gov.za